

# Philomath Academy



## Student Handbook 2025-2026

*“The future belongs to those who believe in the beauty of their dreams.”*  
– Eleanor Roosevelt

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## PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office during business hours and the district [website](#). This handbook is not intended as a contract.

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## NON-DISCRIMINATION

Philomath School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment. Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following have been designated by the district:

Garth Gerot, Title IX and Civil Rights Coordinator

[garth.gerot@philomath.k12.or.us](mailto:garth.gerot@philomath.k12.or.us)

541-929-8729

Kelsey Greydanus, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 Coordinator

[kelsey.greydanus@philomath.k12.or.us](mailto:kelsey.greydanus@philomath.k12.or.us)

541-929-8735

The district's nondiscrimination and civil rights policy and grievance procedures can be located at [Policy AC - Nondiscrimination](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy AC-AR - Discrimination or Harassment Complaint Procedure](#).

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## INTRODUCTION

### Vision

Philomath Academy (PA) is an equitable, safe, supportive, and inclusive community where all students feel valued, connected, and celebrated for their individuality. Our team empowers students through experiential learning, problem-solving, and real-life connections, helping them find success and become passionate, contributory citizens in their future as leaders.

## Mission

Philomath Academy is committed to providing a student-centered education that supports individual growth and success. Through collaboration and personalized support, students are empowered to take ownership of their learning and confidently plan for their future.

## Purpose

Philomath Academy offers a flexible alternative to the traditional classroom, designed to meet the unique needs of each student. Our program helps bridge educational gaps while allowing learners to create customized academic pathways that may not be available through conventional schooling.

We serve a diverse student population by delivering high-quality, research-based curriculum supported by clear expectations and a strong network of teachers, mentors, and family partnerships. Regular progress checks and daily communication ensure that students stay on track.

We also focus on re-engaging learners by emphasizing future planning and career exploration. With a range of academic and career pathways—including certification options—students gain a clear vision of their future and the motivation to pursue it.

## Curriculum

Our curriculum is designed to be both flexible and rigorous, meeting students at their current level and guiding them forward. Coursework is delivered through a mix of teacher-led instruction, online platforms, and hands-on projects. Students follow personalized schedules developed with their support team to ensure steady progress.

Instructional materials include videos, readings, interactive lessons, and practical assignments, tailored to various learning styles. Our online platform, Edmentum Courseware, offers a wide selection of courses aligned with students' academic and career goals.

Whether preparing for college, entering the workforce, or building life skills, Philomath Academy supports each student's unique journey with the tools and guidance needed for long-term success.

## Academy Staff

Mr. Gerot, Principal, [garth.gerot@philomath.k12.or.us](mailto:garth.gerot@philomath.k12.or.us)

Ms. Edgemon, School Counselor, [beth.edgemon@philomath.k12.or.us](mailto:beth.edgemon@philomath.k12.or.us)

Ms. Strong, Office Manager/Registrar, [emily.strong@philomath.k12.or.us](mailto:emily.strong@philomath.k12.or.us)

Mrs. House, K-12 Instructor, [jennifer.house@philomath.k12.or.us](mailto:jennifer.house@philomath.k12.or.us)

Mr. Barron, 9-12 English/Social Studies, [justin.barron@philomath.k12.or.us](mailto:justin.barron@philomath.k12.or.us)

Mr. Ayer, 9-12 Math/Science, [phillip.ayer@philomath.k12.or.us](mailto:phillip.ayer@philomath.k12.or.us)

Mr. Sims, Special Education Case Manager, [terrence.sims@philomath.k12.or.us](mailto:terrence.sims@philomath.k12.or.us)

Our Academy teachers and staff are available throughout the day to assist students and parents with any questions. Students can also schedule individual in-person or virtual instructional sessions as needed.

### High School Bell Schedule Monday - Thursday

Class	Start Time	End Time
Breakfast & Goals - <b>Session I</b>	8:00 am	8:20 am
English or Math	8:20 am	9:10 am
Break I	9:10 am	9:15 am
Social Studies or Science	9:15 am	10:05 am
Break II	10:05 am	10:15 am
Goals - <b>Session II</b>	10:15 am	10:30 am

Math or English	10:30 am	11:20 am
Break III	11:20 am	11:25 am
Science or Social Studies	11:25 am	12:15 pm
Lunch (Friday school ends at 12:15)	12:15 pm	12:45 pm
HS Electives & One-on-One	12:45 pm	2:00 pm

**Middle School Bell Schedule Monday-Thursday (Friday work from home)**

Class	Start Time	End Time
HS Goal Support	8:00 am	8:20 am
MS Class Meeting & Help	9:40 am	10:30 am
Block I	12:20 pm	1:28 pm
Break I	1:28 pm	1:33 pm
Block II	1:33 pm	2:41 pm
Break II	2:41 pm	2:46 pm
Wrap Up	2:46 pm	3:00 pm

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**ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE**

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Students are encouraged to seek help from teachers or tutors if they are struggling academically. Support is available to help students succeed with integrity.

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**ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving

district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. [Policy JECA](#) [Policy JECB](#) [Policy IGBHB](#)

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. [Policy IGBHB-AR](#)

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### **ANIMALS IN THE SCHOOL**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the Superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus. [Policy ING](#)

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### **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information. [Policy EB](#)

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### **ASSESSMENT PROGRAM**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid. [Policy II](#)

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### **ATHLETICS**

Students who live in the Philomath School District can participate in PHS athletics. To participate, students must meet all requirements set by Philomath High School.

#### **Sportsmanship Plan**

Philomath High School promotes sportsmanship and respectful behavior for all participants and spectators. Students are expected to treat others with respect, adhere to school policies, and maintain a positive attitude during all events.

#### **Hazing**

Philomath High School maintains a zero-tolerance policy for hazing. Hazing includes any act that endangers a student's mental or physical health. The policy applies to all academic, athletic, and extracurricular activities.

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## ATTENDANCE

### **Consistent school attendance is closely tied to academic achievement.**

Students are expected to attend school every day according to the annual school calendar. This includes being present in person, logging into all scheduled classes, and completing daily academic tasks and goals. Attendance is reviewed on a daily basis and reported weekly to the Philomath Academy (PA) administrator. Regular attendance is defined as 90% attendance, which is no more than one day per month. Students who fall under 90% are considered chronic attenders.

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term. All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term. [Policy JEA](#)

If a student needs to be absent, it is essential to notify the school by calling (541) 929-8729.

### **Philomath Academy Expectations (Grades 9–12)**

Students enrolled in Philomath Academy in grades 9 through 12 are required to attend in person each day unless they have administrator approval. We expect students to meet weekly goals, complete all assigned tasks, have 90% attendance, and maintain at least a 70% in all courses. Students new to Philomath Academy need to attend in person for at least a month before they are eligible to have approval to work from home. Students who meet their daily goals may leave at 12:15 p.m. Otherwise, students stay until goals are met or the end of the school day at 3:00 p.m.

### **Compulsory Attendance**

Staff will monitor and report violations of the state compulsory attendance law. A parent will be issued a written notification in the native language of the parent, and the superintendent or designee will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP. Any person having control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a notice by the district for the student's failure to attend school. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

### **Truancy**

A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action, including detention, suspension, or ineligibility to participate in athletics or other activities.

### **Excused Absences [Policy JED](#)**

In order for an absence to be excused, within five days after an absence, a parent must communicate the reason for the absence by phone. Absence from school will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
5. Field trips and school-approved activities
6. Medical (dental) appointments - Confirmation of appointments may be required
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence

### **Illness**

While regular school attendance is important, student health must come first. If your student is seriously ill, please keep

them at home and notify the school at 541-929-8729. If a student becomes sick during the school day, they should go to the main office to make arrangements to go home. Please make sure your family has an emergency plan in place in case your student needs to be picked up early due to illness. Although a district nurse is available for emergencies, sick students must be sent home for care.

### **Prearranged Absences**

To request a prearranged absence, parents must complete the Prearranged Absence Form available from the Academy office. The request should clearly state the reason for the absence and the dates the student will be away. Approval must be granted by the building principal or the attendance office before the absence.

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

A student shall not be released from school at times other than regular dismissal hours. Students who need to leave school during the day must check out through the Academy office. A parent or guardian must provide verification by calling 541-929-8729 before the student leaves campus. Upon returning, the student must check in at the Academy office. Failure to follow proper check-out or check-in procedures may result in the absence being marked as unexcused. If a student arrives after school begins at 8:00 a.m. they must check in at the office. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

### **Emergency Closure**

In the event of severe weather or other emergencies, the decision to delay or cancel school will be made by 6:00 AM. The district website at <https://www.philomathsd.net/> will have up-to-date information. Additionally, local television stations will broadcast school closure and delay announcements. If no announcement is made, school is open and buses will run on their regular schedule.

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### **BUILDING CARE**

At Philomath Academy, we all share responsibility in taking care of our school building. Please help us maintain a clean and welcoming environment by using only blue painter's tape on walls and windows—Scotch tape, masking tape, and thumbtacks are not allowed. Trash and recycling bins are located throughout the campus, so please use them appropriately. Take pride in our campus and be respectful of the facility; it's up to all of us to keep it looking great.

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### **CHANGE OF ADDRESS**

If your family moves or any of your contact details change, please notify the Academy registrar as soon as possible. Keeping your address, phone number, and email current ensures we can reach you with important update.

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### **CHILD FIND**

Under state and federal law, all school-age children have the right to a free public education. The Philomath School District works to identify and evaluate children up to age 21 who are not enrolled in school and may need special education services. If a parent, guardian, or community member suspects a child may have a disability, we encourage them to notify school administration, a counselor, or special education staff. Requests for evaluations should be made in writing whenever possible. Once notified, the school will determine whether there is evidence of a suspected disability and proceed with appropriate assessments. If the school does not suspect a disability, parents will be informed in writing with an explanation and information about their rights. If you know of a child who may qualify, please contact Special Programs at 541-929-8735 or Philomath Academy at 541-929-3169.

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### **COMPUTER USE: STUDENT USE OF TECHNOLOGY AND INTERNET ACCESS [Policy IIBGA](#)**

Access to technology and the internet at Philomath Academy is provided as a privilege to support students' educational goals. Students are expected to use all school-issued or school-accessed technology tools in accordance with the district's [Acceptable Use Policy](#). Students at the Academy are expected to use the school-issued Chromebook. No personal devices may be used, and we ask you to leave them at home. This includes, but is not limited to, responsible use of devices, applications, email accounts, and internet resources.

The following are strictly prohibited:

- Accessing, downloading, or sharing inappropriate or harmful content
- Using school technology to bully, harass, or intimidate others
- Unauthorized use of technology for personal gain or non-academic purposes
- Any attempt to damage or circumvent technology systems, filters, or software

Violations of the Acceptable Use Policy may result in disciplinary action, loss of technology access, and/or referral to law enforcement.

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## CONDUCT

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

### Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school- or district-sponsored events, while at other schools in the district, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline, including detention, suspension, expulsion, denial, and/or loss of awards and privileges, and/or may be referred to law enforcement officials or the Oregon Department of Human Services for the following, including but not limited to:

1. Assault
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by [Policy JFCF](#)
3. Coercion
4. Suspected abuse of a child pursuant to [Policy JHFE/GBNAB](#)
5. Violent behavior or threats of violence or harm as prohibited by [Policy JFCM](#)
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment
7. Bringing, possessing, concealing, or using a weapon [as prohibited by [Policy JFCI](#)]
8. Vandalism, malicious mischief, and theft as prohibited by [Policy JFCB](#), including willful damage or destruction to district property, or to private property on district premises or at district-sponsored activities
9. Sexual harassment as prohibited by [Policy JBA/GBN](#)
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia as prohibited by [Policy JFCG/JFCH/JFCI](#)
11. Use or display of profane or obscene language
12. Disruption of the school environment
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
14. Violation of district transportation rule;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules

Additionally, regarding weapons, under state and federal law, expulsions from school is required for a period of no less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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. Oregon law requires any school employee who has reasonable cause to believe a person has unlawfully possessed a firearm or destructive device within the past 120 days to report this immediately to an administrator or law enforcement. If the report is made to law enforcement first, an administrator must also be informed. Guardians will be notified in all cases where a student violates the weapons policy.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or 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.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

### **Student Rights and Responsibilities [Policy JF/JFA](#)**

Student rights and responsibilities include, but are not limited to, the following:

1. Civil rights – including the right 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 their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
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 – the responsibility to know the consequences of misbehavior.

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### **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress. A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

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### **COUNSELING [Policy JJ](#)**

#### **Academic Counseling**

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

#### **Responsibilities of Students**

Alternative learning environments are inherently self-directed, requiring students to take ownership of their education. Students are expected to actively engage in their learning at the Academy, meet deadlines, maintain a positive attitude, demonstrate strong critical thinking and problem-solving skills, and meet with staff to set daily and weekly goals. Students must adhere to school district policies and follow the lawful directions of staff appointed by the Board of Directors.

To stay on track, students are expected to dedicate at least three hours each day, or more, to working on their curriculum, depending on their focus and work efficiency.

Students are also expected to conduct themselves in a way that respects the dignity and rights of others, avoiding disruptions to the learning environment, the student body, or the staff. All behavior should contribute to a safe, inclusive, and productive atmosphere for everyone.

## Credits (Grades 9-12)

To graduate, students must earn 24 credits, with 19 required and 5 elective credits. Students should choose electives based on their interests and future plans. Parents are encouraged to work with counselors to develop a four-year academic plan.

## Grading, Credit, and Pacing

Students are expected to meet course standards, similar to traditional classes. With the flexibility to move at their own pace and the ability to use open notes for most tests, a passing grade of 70% is required to complete each course. If a student finishes course requirements before the semester ends, they may focus on other courses or begin alternative courses within the same subject area. Final grades are recorded on the student's permanent record at the end of each semester. If satisfactory progress is not made within four weeks of enrollment, the student's placement will be reassessed.

Grades are issued as follows:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- I: Incomplete 60-69%
- F: 59% or below
- P: Pass
- NP: No Pass

Pass/No Pass options are available in specific cases, but must be determined within the first 3 weeks of the semester. Incomplete grades must be completed within two weeks or the final grade will be changed to an F. Students will receive regular progress reports.

## Honor Roll

Students in grades 6-8 are eligible each quarter; students in grades 9-12 are eligible at the end of each semester, provided their GPA is 3.5 or higher.

## Transcripts

Students can request up to three free transcripts per year. Additional transcripts are available for a small fee.

## Graduation Requirements

Philomath Academy requires students to earn a minimum of 24 credits to graduate. Listed below are the required units of credit each student must earn:

	Standard Diploma	Honors Diploma	Valedictorian Diploma
Language Arts	4.0	4.0	4.0
Mathematics	3.0	4.0	4.0
Social Sciences	3.0	3.5	3.5
Lab Sciences	3.0	3.5	4.0
Health	1.0	1.0	1.0
Physical Education	1.0	1.0	1.0
CTE/Applied/Fine Arts or World Language	3.0	2.0 of same World Lang Plus 1.0 AA/FA or World Lang.	2.0 of same World Lang Plus 1.0 AA/FA or World. Lang.
Personal Finance	0.5	0.5	0.5
Electives	5.0	5.0	6.5
Career Education	0.5	0.5	0.5
TOTAL:	24.0	26.0	28.0
Essential Learning Skills beginning class of 2029	Required	Required	Required

**Honors and Valedictorian Diploma:** Cumulative GPA 3.5 or higher. Math level must be through at least Pre-Calculus or above, and a student must take math during each year of high school. Must complete two years of the same World

Language. Pass/No Pass grades will not be allowed. **Valedictorian Diploma:** Must have a 4.0 cumulative GPA for valedictorian. Must take 2 College AAOT courses at LBCC.

### Scheduling

Students will work with the Academy counselor to select courses. Schedule changes must be made within the first 10 days of the semester. After the 5th week, any dropped courses will result in a failing grade.

### Recommended Basic Schedule

9th Grade	10th Grade	11th Grade	12th Grade
English 9/Comm	English 10	English 11	English 12
Math 1/Alg 1	Math 2/Geometry	Math 3/Algebra 2	Personal Finance
Physical Science	Biology	Science Selective	
Geography 9	World History 10	US History	Government/Econ
Health 1	PE	PE	Health 2
Academic Success plus 2.5 AA/Elec	3.0 AA/Elec	Career Ed plus 2.5 AA/Elec	AA/Elec for Pathway completion

### Beyond Philomath at LBCC

Philomath Academy will pay for eligible students who are enrolled full-time and are at least 16 years old to take courses at Linn-Benton Community College (LBCC). Students can take up to 12 college credits per term. Speak to the Academy counselor for more information. Students in the program must meet with the Academy counselor and the LBCC Academic Adviser once per quarter. [Beyond Philomath Program Guidelines and Expectations](#)

### Essential Learning Skills

Students must demonstrate proficiency in essential learning skills to graduate (starting with the class of 2029). These skills are assessed through state tests and local performance assessments (work samples). Students must achieve passing scores to meet Essential Skills.

#### Local Performance Assessments:

- Mathematics: A score of 4 or more on two mathematics work samples to meet Essential Skills
- Writing: A score of 4 or more on two writing work samples to meet Essential Skills
- Reading: A combined score of 12 or more with no score lower than 4 on two work samples to meet Essential Skills
- Science: Not required for Essential Skills but administered in high school
- Speaking: Not required for Essential Skills but administered in high school

### State Testing

Oregon Statewide Assessments are administered in the spring to students in grade 11. Students complete tests in English Language Arts, Math, and Science.

### Career Education Requirement

Oregon's High School Higher Education and Career Path Skills standards include four domains:

- Seeking Assistance and Self-Advocacy
- Career Exploration and Preparation
- Postsecondary Readiness
- Workforce Readiness.

Each of these domains includes three to four standards which encompass the knowledge and skills that students should know and be able to do to be prepared for postsecondary opportunities based on their own goals and aspirations for their future.

### GED

Philomath Academy is an official GED testing center, offering dedicated support for students working toward their GED. We assist students in skill development and exam preparation, with all testing fees covered for enrolled learners. The GED consists of four subject areas: Reading and Language Arts, Math, Science, and Social Studies. For more information, see the [GED Syllabus](#).

### **Personal Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

### **Mental Health Support**

Philomath Academy provides ongoing training to staff in mental health support. The Philomath School District offers 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 our external partners. In the event of a crisis, please contact 911 or one of the following crisis supports:

### **Benton County Behavioral Health drop in services**

Location: [557 NW Monroe Avenue, Corvallis, OR 97330](#)

Hours: Monday – Friday, 8:00am – 5:00pm

Phone: 541-766-6767

TDD: 1-800-221-2832

National & Crisis Lifeline - Call 988

Crisis Text Line - Text OREGON to 741741

Immediate Emergency - Call 911

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### **DAMAGE TO DISTRICT PROPERTY [Policy JFCB](#) and [Policy JN](#)**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed, and certain penalties and/or restrictions may be imposed.

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### **DANCES**

Philomath Academy students in grades 9-12 may attend PHS dances with a signed guest pass from both the PA and PHS principals. The 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.

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### **DISCIPLINE/DUE PROCESS [Policy JG](#)**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. 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. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective. Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse violations.

### **Detention**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

### **Disciplinary Actions for Violations of the Student Code of Conduct**

Philomath Academy promotes a learning environment built on accountability, responsibility, and restorative justice. Students are expected to follow the Student Code of Conduct and general school rules at all times. Disciplinary measures are designed to address inappropriate behavior while supporting students in making positive choices. Due process rights will be observed in all disciplinary matters, including the right to appeal decisions made by staff or administrators.

### **Disciplinary Action Levels**

The district follows a five-tiered approach to address student misconduct:

- **Level 1 – Conference:** A meeting with the student to review expectations and discuss the behavior. Contact the student's parent/guardian.
- **Level 2 – Intervention:** Involves support services such as counseling or law enforcement contact
- **Level 3 – Suspension/Temporary Removal:** Exclusion from class or activities for a specified period
- **Level 4 – Reassignment/Referral:** Placement in an alternative program or recommendation for expulsion
- **Level 5 – Recommended Expulsion:** Long-term removal from the school for serious or repeated violations.

The district employs a range of discipline strategies, including but not limited to:

- **Counseling** – Students may be referred for counseling to address decision-making, conflict resolution, or other behavioral issues.
- **Temporary Removal** – Students may be temporarily removed from class or activities due to disruptive behavior. Re-entry may require a meeting with an administrator or counselor.
- **Detention** – Students may be assigned detention before school, during lunch, after school, or during Friday School in response to violations of behavioral expectations.
- **Attendance Referrals** – Patterns of unexcused absences may lead to administrative referral and could result in truancy hearings or legal consequences.
- **Fines** – Students may be fined for damage to school property or for violations such as parking infractions.
- **Parent Conferences** – A conference may be scheduled to address academic or behavioral concerns. Conferences may be mandatory following suspensions or prior to re-admittance.
- **Suspension** – Suspension prohibits a student from attending school and/or participating in school activities for up to 10 consecutive days. A parent meeting may be required for re-entry.
- **Alternative Placement** – In certain cases, students may be referred to an alternative learning environment, either temporarily or long-term.
- **Expulsion** – Expulsion involves removal from school for an extended period, not to exceed one calendar year. This action requires a formal hearing conducted by the superintendent or designee.
- **Law Enforcement Referrals** – Unlawful student conduct may result in notification of police or fire departments. Whenever possible, school officials will notify parents and be present during any police interviews conducted on school grounds

## Disciplinary Responses for Firearms and Weapons Violations

The possession or use of weapons of any kind on school grounds or at school events is strictly prohibited. This includes items stored in lockers, vehicles, or bags.

Offense	Description	Disciplinary Response
Possession of a Weapon	Includes any type of weapon found on school premises	Level 1 to Level 5
Threat with a Weapon	Using a weapon (or simulated weapon) to threaten or intimidate	Level 3 to Level 5
Use of a Weapon	Using a weapon to cause harm or to coerce another individual	Level 5
Use of a Tool as a Weapon	Using everyday items (e.g., pencils, scissors) with intent to cause harm	Level 3 to Level 5

### Discipline of Students with Disabilities [Policy JGDA](#)

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### Expulsion [Policy JGE](#)

Students may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

### **Suspension [Policy JGD](#)**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful disobedience and violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

The district may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

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

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### **DRESS AND GROOMING [Policy JFCA](#)**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

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### **EMERGENCY DRILLS [Policy EBCB](#)**

Instruction and drills on emergency procedures including fire, earthquake[, tsunami] and safety threats shall be conducted for students at least 30 minutes each school month. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

### **Standard Response Protocol (SRP)**

The Standard Response Protocol (SRP) is a safety program that includes five key actions:

- **HOLD:** "In your room or area"

- SECURE: “Get Inside. Lock Outside Doors”
- LOCKDOWN: “Locks, Lights, Out of Sight”
- EVACUATE: “To the Announced Location”
- SHELTER: “For a Hazard Using a Safety Strategy”

Students and staff will be trained, and drills will occur throughout the year.

#### EMERGENCY MEDICAL TREATMENT [Policy EBBA](#)

A student who becomes ill or is injured at school must notify their 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 information provided on emergency forms submitted by parents. 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 the student’s parents or to another person as directed by parents on the student’s emergency form. 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.

#### FEES, FINES, AND CHARGES [Policy JN](#)

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks). Academy students who take classes at PHS may be required to pay a fee for materials. Academy students who are involved in sports at PHS may be required to pay participation fees or admission fees for certain extracurricular activities.

No student will be denied an education because of an inability to pay supplementary fees.

A written notice will be provided to the student and their parent(s) of the district’s intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

#### FOOD AND DRINK

Students may bring food and beverages to school while attending in-person classes at Philomath Academy. However, this is a privilege and may be revoked if it leads to excessive trash or cleanliness concerns. Students are expected to clean up after themselves to maintain a respectful and clean learning environment.

#### GAMBLING

Gambling of any kind is not permitted on school property or at school events. Students participating in gambling may face disciplinary consequences in accordance with state law.

#### GANGS

Gang affiliation or behavior is strictly prohibited. Philomath Academy is a gang-free zone. Any student found to be engaging in or displaying gang-related behaviors or wearing gang related clothing will face disciplinary action.

#### GRADE REDUCTION/CREDIT DENIAL [Policy IKAD](#)

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student’s attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student’s disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

#### HAZING, HARASSMENT, INTIMIDATION, MENACING, BULLYING, CYBERBULLYING, AND TEEN DATING VIOLENCE [Policy JFCI](#)

Philomath Academy is committed to maintaining a safe environment for all students. The district strictly prohibits any form of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence by students, staff, or

third parties. Retaliation against individuals who report such behaviors or participate in investigations is also prohibited. Filing false charges is considered a serious offense and will result in appropriate disciplinary action.

Students who violate this policy may face consequences up to and including expulsion. In cases of menacing or similar conduct, the district may request that the Oregon Department of Transportation suspend the driving privileges of any student age 15 or older who has been suspended or expelled two or more times for such behavior. Law enforcement may be involved when necessary.

### Definitions

- **District** includes school facilities, premises, and any off-campus locations where school-sponsored events occur (e.g., field trips, athletic events). This also applies to district transportation and bus stops.
- **Third Parties** include volunteers, visitors, parents, contractors, and individuals involved in district events or activities, whether on- or off-campus.
- **Hazing** involves acts that intentionally or recklessly endanger a student's physical or mental health as a condition of joining or continuing in a group. Consent is not a defense.
- **Harassment, Intimidation, or Bullying** is any act that significantly interferes with a student's education, damages property, or creates a hostile learning environment, especially when based on a student's protected class.
- **Protected Class** includes characteristics such as race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.
- **Teen Dating Violence** refers to abusive behaviors in a romantic relationship involving students between the ages of 13 and 19. This includes physical, emotional, or sexual abuse or threats.
- **Cyberbullying** involves the use of electronic devices to harass, threaten, or intimidate others.
- **Retaliation** is any act of mistreatment in response to the reporting or investigation of harassment or bullying.
- **Menacing** refers to behavior intended to cause someone to fear imminent serious physical injury.

### Reporting

Reports of hazing, harassment, bullying, or related offenses should be made to the Building Administrator. Staff members who witness or receive reports of such behavior must report them immediately. Failure to report may result in disciplinary action.

Students, staff, and volunteers are strongly encouraged to report concerns to a teacher, counselor, or administrator. Reports may be anonymous, though more detailed information will support a thorough investigation. If the complaint involves the principal, it should be directed to the superintendent. Complaints involving the superintendent should be filed with the Board Chair.

The complainant will be informed of the outcome of the investigation and any corrective action taken. If unsatisfied with the resolution, they may follow the formal complaint procedures. For more details, refer to the *Student Rights* section or policy JFCF-AR.

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### HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION [Policy IGAI](#)

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. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

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### LASERS

Lasers are prohibited on school grounds due to safety concerns. The use or possession of laser devices may result in disciplinary action.

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### LOST, FOUND, OR STOLEN ITEMS

If a student loses an item, they should check with the office to see if it has been turned in. If something has been stolen, we encourage families to file a police report as well. Students who find a lost item should bring it to the office immediately. To prevent loss, students should avoid bringing large amounts of cash or valuables to school. If necessary, valuable items may

be stored in the main office for safekeeping. Unclaimed items are donated at the end of each month.

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#### MEAL PROGRAMS [Policy EFAA](#)

For the 25/26 school year, Breakfast and lunch are provided free of charge to all students, thanks to current USDA funding.

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#### OPEN CAMPUS

Students in grades 9–12 may leave campus during lunch without checking out, provided they return on time. Students are expected to be respectful while off-campus and avoid loitering, littering, or trespassing. Failure to follow expectations may result in loss of this privilege.

Students leaving campus at any other time must receive prior approval from school administration and follow check-out procedures.

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#### PARENTAL RIGHTS [Policy KAB](#)

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (e.g., name, address, telephone number, or social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information, and permission of the student's parent(s) or the student if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

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#### PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA [Policy JFCEB](#)

Students will not possess personal electronic devices, unless stored in a backpack or pocket, in district facilities during the school day other than break times if approved by the classroom teacher. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities, unless the access is approved by a district representative.

Students permitted to possess a personal electronic device are prohibited from using the device during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instruction related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property and district activities. The district will not be liable for information or comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents/guardians.

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, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

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#### **POSTERS [Policy KJ](#)**

Signs, banners, or posters that a student wishes to display must first be approved by the principal. Approved signs, banners, or posters may only be placed on designated bulletin boards. Items displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

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#### **PRESCRIPTION MEDICINE**

All prescription medications must be stored in the office and require a signed consent form from both a parent or guardian and a healthcare provider. Medications must be labeled clearly with the student’s name, dosage, and expiration date. Students may carry a one-day supply of over-the-counter medications in a clearly marked bottle for personal use. Please note that Philomath Academy staff will not administer any over-the-counter medications.

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#### **PROGRAM EXEMPTIONS [Policy IGBHD](#)**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student’s parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal. The district will determine if credit will be granted for any alternative activity.

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#### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Excessive PDA is not appropriate at school or school-sponsored events. Engaging in sexual acts on school property is strictly prohibited and may result in suspension or expulsion.

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#### **SKATEBOARDS AND SCOOTERS**

Skateboards and scooters are not permitted inside the school building. Students must store them in designated areas.

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#### **SMOKING, TOBACCO, AND VAPING**

Tobacco use, including vaping, is prohibited on all district property, at school events, and on transportation. Violations may result in suspension, participation in cessation programs, or other consequences.

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#### **STUDENT/PARENT COMPLAINTS**

##### **Discrimination Complaints [Policy AC](#) and [Policy JB](#)**

Any person, including students, staff, visitors, parents and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the district’s civil rights coordinator: [insert name of district civil rights coordinator].

The district’s final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

##### **Behavior Code Complaint**

Students may submit a verbal or written complaint to school administration if another student violates school policy. Informal resolution is preferred when possible. If disciplinary action is needed, it will follow school and district guidelines. Complainants will be informed of the outcome within five school days, consistent with privacy laws.

### **Bias Incident Complaints [Policy ACB](#)**

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

To report a Bias Incident, please use this [form](#).

### **Instructional Materials Complaint [Policy IIA](#)**

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA. Challenge Request for Instructional Materials can be found in [Policy IIA-AR\(3\)](#).

### **Placement/Enrollment of Students Experiencing Houselessness Complaints [Policy JECBD](#)**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district’s liaison for students navigating housing instability, Mike Panico at 541-929-3167.

### **Public Complaints [Policy KI](#)**

A parent or guardian of a student attending a school in the district or a person who resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations. The complaint procedure is available at the district’s administrative office and on the home page of the district’s website.

### **SafeOregon**

All kids should feel safe and be safe at school. SafeOregon gives kids, parents, schools, and their communities a way to report safety threats or potential acts of violence confidentially or anonymously with a simple phone call, text, email or by using the web form or mobile app. Report [HERE](#)

### **Student with Sexual Harassment Complaints [Policy JBA/GBN](#)**

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

For full procedural details, see: [Sexual Harassment Complaint Procedure, JBA/GBN-AR](#).

### **Talented and Gifted (TAG) Programs and/or Services Complaints [Policy IGBB](#)**

The Philomath School District believes that talented and gifted students have specific educational needs and abilities. It is important to provide these students with an educational program that addresses their needs while strengthening and expanding their abilities so that they may be able to realize their potential contributions to themselves and society.

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should contact Steve Bell, District TAG Coordinator.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

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## STUDENT EDUCATION RECORDS [Policy EHA](#), [Policy JO/IGBAB](#), [Policy JOA](#), [Policy JOB](#)

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Directory information can be released in accordance with Board Policy JOB – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date;
4. Name of parents/guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school.

Providing a student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

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## STUDENT EXPERIENCING HOMELESSNESS [Policy JECBD](#)

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Mike Panico (541-929-3167), the district's liaison for homeless students.

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## STUDENT PUBLICATIONS AND MATERIALS [Policy IB](#)

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with [policy IB – Freedom of Expression](#) and [IGDB – Student Publications K-8](#).

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with [policy IB – Freedom of Expression](#).

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration in compliance with board policy. Other materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. The superintendent's decision shall be final and binding on all parties.

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#### STUDENT SEARCHES [Policy JFG](#)

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses 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.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

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

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, school rule, the Student Code of Conduct, or Student Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

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#### STUDENT SUICIDE PREVENTION [Policy JHH](#)

Philomath School District is committed to protecting the health and well-being of all students (Kindergarten through age 21) and understands that physical, behavioral, emotional and mental health are integral components of student achievement. All staff are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the building principal (or designee) any indications that a student may be in danger of harming himself/herself or others. Students are strongly encouraged to report if they, or another student, are feeling suicidal or in need of help. The district's Student Suicide Prevention Plan can be found [here](#).

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#### STUDENT SUPPORT TEAM (SST) INTERVENTION

Students demonstrating behavioral or academic difficulties may be referred to the Student Support Team (SST). The team works collaboratively to assess student needs and create a plan to support success.

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#### SUBSTANCE ABUSE

The possession, use, or distribution of alcohol, drugs, or controlled substances is strictly prohibited. This includes prescription medications not authorized by school personnel. Disciplinary consequences include suspension, expulsion, and/or law enforcement referral. Students may also be required to participate in substance abuse education or treatment programs.

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#### TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG) [Policy IGBBA](#)

The district serves academically talented and gifted students in grades K-12.

This process of identification shall include at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing disability;
  - c. Students who are culturally and/or linguistically diverse;
  - d. Students experiencing poverty; and
  - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

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#### THEFT

Theft of any property belonging to the school, staff, students, or visitors is a serious offense. Disciplinary consequences may include suspension, expulsion, and/or referral to law enforcement. Students should report any theft immediately.

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#### TRAFFIC SAFETY EDUCATION [Policy IGAJ](#)

Traffic safety education is available to all eligible resident students. Instruction includes in-class, behind-the-wheel instruction, observation and supervised practice. A tuition rate of \$275 has been established by the Board. No student will be denied enrollment based solely on the ability to pay tuition.

Eligible students should review the [Philomath High School Driver's Education website](#).

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#### TRANSFER OF STUDENTS [Policy JECF](#)

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

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#### TRANSPORTATION OF STUDENTS [Policy EEACC](#)

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

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### **TRESPASSING**

Students are not allowed on school property after hours unless participating in an authorized activity. Unauthorized presence in restricted areas or on campus without permission is considered trespassing and may result in disciplinary action.

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### **VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS [Policy JFG](#) and [Policy JHFD](#)**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that, before parking privileges are granted, the student must show that they hold a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

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 liability for loss or damage to personal property, including vehicles, bicycles, or skateboards, or for injuries caused in the use them.

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### **VIDEO SURVEILLANCE**

Security cameras may be used on district property to promote safety and protect assets. Recordings may be used in disciplinary investigations and may become part of a student's educational record. The district complies with all applicable laws regarding the use and retention of video surveillance.

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### **VISITORS AND VOLUNTEERS [Policy KK](#)**

For the safety and security of all students, visitors and volunteers must enter through the main Academy entrance and sign in with the registrar. Student-age visitors are not allowed during the school day. If you would like to meet with a staff member, we recommend calling ahead to schedule an appointment. All volunteers must have a current, approved Philomath School District volunteer form on file and must pass a background check before being allowed to assist on campus.

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### **WITHDRAWAL PROCEDURE**

Students transferring to a different school must have a parent or guardian submit authorization to the registrar and follow the school's official withdrawal process. All fees must be paid, and school property, such as Chromebooks, books, and equipment, must be returned before withdrawal is complete. If you have any questions about this process, please contact the school office.

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### **CONCLUSION**

Philomath Academy is committed to maintaining a safe, respectful, and academically-focused learning environment. Students play an essential role in upholding these standards by taking responsibility for their actions and respecting the rights of others. Violations of school policies may result in disciplinary consequences as outlined in this handbook.

Students and families who have questions or need clarification about any policies are encouraged to contact school administration.

## DIRECTORY INFORMATION SELECTION AND ACKNOWLEDGEMENT OR RECEIPT OF HANDBOOK

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the Philomath Academy Student Handbook. I also understand and agree that my student 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, including while traveling to and from school or at bus stops. I understand that should my student violate the Student Code of Conduct, they 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.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

I also understand that the district is required by law to release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law.

I understand that unless a parent or eligible student objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address, and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - [Directory Information](#).

By signing below, I acknowledge receipt and agree to abide by the Philomath Academy Student Handbook.

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Parent Signature

Date