

**ARLINGTON SCHOOL DISTRICT #3
STUDENT/PARENT HANDBOOK**

INDEX

<u>TOPIC</u>	<u>PAGE NUMBER</u>
PREFACE	4
EQUAL EDUCATION OPPORTUNITY	4
NOTIFICATION OF RIGHTS UNDER PPRA	5-6
LEGAL NOTIFICATIONS	6-7
PLACEMENT IN PRIVATE SCHOOL	8
VALUES AND BELIEFS STATEMENT	8-9
PHILOSOPHY	9
<u>ACADEMICS</u>	
ADMISSION	9-10
ALTERNATIVE PROGRAMS	10
ARRIVAL & DEPARTURES	10
ASSEMBLIES	11
CORRESPONDENCE COURSES & DISTANCE LEARNING	11
CREDIT BY EXAMINATION	11
TEXTBOOK ISSUE PROCEDURE	11
PROGRAM EXEMPTIONS	12
<u>ATTENDANCE</u>	
EXPECTATIONS	12-14
COLLEGE VISITATION GUIDELINES	14-15
<u>BEHAVIOR</u>	
ARLINGTON STUDENT MANAGEMENT POLICY	15
CODE OF CONDUCT	15-17
DRESS AND GROOMING	18
GYM AND WEIGHT ROOM USE	19
LOCKERS/DESKS	19
POSTERS/SIGNS/BANNERS	19
DISCIPLINE/DUE PROCESS	19-21
<u>COUNSELING</u>	
COUNSELING	21

DRUG-ALCOHOL-TOBACCO

PREVENTION PROGRAM	22-23
--------------------	-------

COMPLAINT PROCEDURES

STUDENT/PARENT/GUARDIAN COMPLAINTS	23
DISCRIMINATION COMPLAINTS	24
EDUCATION STANDARDS COMPLAINTS	24
INSTRUCTIONAL MATERIALS COMPLAINTS	24
SEXUAL HARASSMENT COMPLAINTS	25
STUDENTS WITH DISABILITIES COMPLAINTS	26
TAG PROGRAM AND SERVICE COMPLAINTS	26
ALL OTHER COMPLAINTS	26

SAFETY

GANG ACTIVITY/HATE GROUPS	26
HAZING/HARASSMENT/INTIMIDATION/BULLYING/ MENACING	26-27
VANDALISM	27
WEAPONS	27
INAPPROPRIATE OR OBSCENE LANGUAGE & DISRESPECT	27
TOBACCO FREE ZONE	28
CELL PHONES & COMMUNICATION DEVICES	28
TOYS & EQUIPMENT	28
PLAYGROUND RULES	28-29
RECESS	29
DISTRIBUTION OF MATERIAL	29
DRILLS AND OTHER EMERGENCY SIMULATIONS	29-30
EMERGENCY MEDICAL TREATMENT	30
EMERGENCY SCHOOL CLOSING INFORMATION	30-31
FIELD TRIPS	31
GANGS	31-32
IMMUNIZATION	32
INFECTION CONTROL/HIV/HBV/HCV/AIDS	32-33
INFECTION/DISEASE INSTRUCTION	33
INSURANCE	33
LOST AND FOUND	33
MEDIA ACCESS TO STUDENTS	33
MEDICINE AT SCHOOL	34
SEARCH AND SEIZURES	34-35
STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE	35
VEHICLES ON CAMPUS	35-36
VISITORS	36

TRANSPORTATION

BUS REGULATIONS	37
TRANSPORTATION OF STUDENTS	37
TRANSPORTATION RULES	37-38
DISCIPLINARY PROCEDURES FOR VIOLATIONS OF TRANSPORTATION RULES	38
LOST CHILD	38

ACTIVITIES

CLUBS AND ORGANIZATIONS	39
DANCES/SOCIAL EVENTS	39-40
ATHLETIC CODE	40
FUND RAISING	40
GOVERNMENT	40-41

FEES

SCHOOL FEES	41
BREAKFAST/LUNCH PROGRAM	41

FOREIGN EXCHANGE STUDENTS 42

STUDENT RECORDS

CONFERENCES	42
REPORTS AND REPORT CARDS	42-43
GRADE CLASSIFICATION	43
GRADE REDUCTION/CREDIT DENIAL	44
GRADUATION EXERCISES	44
GRADUATION REQUIREMENTS	45
MODIFIED DIPLOMA	46
HOMEWORK	46
HONOR ROLL QUALIFICATIONS	47
RECORDS-DIRECTORY INFORMATION	47
STUDENT EDUCATIONAL RECORDS	47-49
OREGON STATE TESTING ACHIEVEMENT	50-51
HOW TO CALCULATE YOUR GPA	52
DISCIPLINE MATRIX	53-54
DISCIPLINE GUIDELINES	55-60

ARLINGTON SCHOOL DISTRICT NO. 3 STUDENT & PARENT HANDBOOK

PREFACE

The material covered within this student/parent handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Materials contained herein may therefore be superseded by such Board policy, administrative regulations or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Parents/Guardians objecting to the release of directory information on their student should notify the district office within fifteen (15) days of the receipt of the Student & Parent Handbook.

Parents/Guardians objecting to the release of personally identifiable information should notify the district office within fifteen (15) days of the receipt of the Student & Parent Handbook.

EQUAL EDUCATION OPPORTUNITY

The Arlington School District does not discriminate on the basis of race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

Complaints alleging violation of this policy should be filed using the procedures in Board policy KL, Public Complaints.

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”**

If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents/Guardians and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents/Guardians and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);

- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
4. **Receive notification of district policy.** The School District has developed a policy, in consultation with parents/guardians, regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians and eligible students, such as through U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents/Guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

LEGAL NOTIFICATIONS

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their 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 further information.

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

The district is required by law to inform parents/guardians/students about the district use of the student Social Security Numbers. The following is provided for parent/guardian/student information:

Providing student Social Security Number (SS#) is voluntary. If it is provided to the school district, the district will use the SS# for record keeping, research, and reporting purposes only. The school district will not use the SS# to make any decision directly

affecting the student or any other person. The SS# is not to be given to the general public. No student will be denied any rights as a student for not providing the SS#. Providing the SS# means that the parent/guardian/student consents to the use of the SS# in the manner described.

The school district and the Oregon Department of Education may also match the SS# with records from other agencies as follows:

1. Oregon State System Colleges, private colleges, community colleges, and/or vocational schools which require SS# for financial aid;
2. Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends.

The SS# will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

STATE AND DISTRICT TESTING

Students in grades 3 - 11 are required to take the state or district standards tests unless they are exempted in writing by parents/guardians. Students on IEP's will have their district and state testing requirements identified within their IEP's as required by law. Some students may qualify to take "Challenge" state standards tests. The school will communicate with parents/guardians about what state and district tests their students will be taking prior to the testing period. Students in the 11th and/or 12th grade may continue to take the state standards tests in order to earn a Standards diploma.

PLACEMENT IN PRIVATE SCHOOL

While parents/guardians are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent/guardian wants the District to consider making a placement for the child in a private school or with private services, parents/guardians must give the District notice and opportunity to propose other public school options.

Therefore, whether the child is identified as disabled (under IDEA or Section 504) or not, the parents/guardians must provide notice as follows: If parents decide to withdraw their student to enroll the student in a private school, parents must give notice either at the last IEP meeting attended or to the school administrator in writing at least ten (10) business days before withdrawing their student. If parents/guardians fail to do this, and instead make a private placement themselves, a court or hearing officer may reduce or deny reimbursement if it is requested by the parent/guardian.

VALUES AND BELIEFS STATEMENT

Students and Learning

1. Learning is a lifelong process, which is adaptable to change, and not confined to any one institution.
2. Students learn in a variety of ways. Differences in learning styles and rates should be respected, and different modes of learning should be available.
3. In order to prepare students for a global environment, the learning process must emphasize the access, manipulation and use of information. Technological competence must be integrated with critical thinking and reasoning skills.
4. Students need a strong sense of values, skills, and knowledge to make choices, which enable them to function as responsible, productive members of society.

The Educational Partnership

Education is a partnership in which all parties have both rights and responsibilities. Schools, students, families business, and community should seek to enter meaningful and effective relationships with open lines of communication to ensure educational opportunities and growth.

The Learning Environment

1. An effective learning environment is safe, nurturing, and challenging.
2. In an effective learning environment, each member of the educational partnership feels respected and accommodated.
3. Self-esteem is enhanced in an environment where individual differences and ideas are respected, where special strengths and weaknesses are addressed, and where each person is valued as a unique individual regardless of race, gender, or ethnicity.

Arlington Elementary School Creed

We believe in clean living and the development of ourselves mentally, physically, socially and spiritually.

We believe in a spirit of good sportsmanship; a spirit which recognizes the ability of our opponents.

We believe in a spirit of fair play, whether in the classroom, on the athletic field or in any outside activity.

We believe in an attitude of courtesy, kindness and consideration for those about us, and a respect for the rights of others

We believe that this, our school, offers to each of us training for the highest type of citizenship and life usefulness in the community.

Arlington School District/Community Youth Goal

To create an innovative education system that graduates students with the academic background, social skills, moral character, self-esteem, and confidence necessary to become positive productive members of society.

PHILOSOPHY

It is the purpose of the Arlington School District to provide opportunities for continuous mental, physical, and moral growth of its students.

ACADEMICS

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth by law, Board policy, and administrative regulations. Students and their parents/guardians should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

Alternative educational services may be provided to resident students expelled for violation of applicable state or federal weapons law.

A parent or legal guardian when registering should accompany students who are new to our school.

Oregon State Law requires the following immunizations for all students:

<u>Vaccine</u>	<u>Number of Doses</u>
DPT	5 (4 if 4 th one given after 4 yrs. of age)
Polio	4 (3 if 3 rd one given after 4 yrs. of age)
MMR	2 (1 if given after 15 months of age)
Hepatitis A	Series of 2
Hepatitis B	Series of 3
Varicella	1 Dose unless already had Chicken Pox (then you need the month & year)

FOR KINDERGARTNERS AND FIRST GRADERS: Children entering kindergarten are required to be five (5) years old on or before September 1 for the year in which they are enrolling. Children entering first grade for the first time, who have not attended kindergarten, are required to be six (6) years old on or before September 1 for the year in which they are enrolling. Pre-registration takes place in the spring. At the time of enrollment, parents/guardians should bring birth records, social security cards and immunization records in order to complete the enrollment.

ALTERNATIVE PROGRAMS

Students are informed of alternative programs available if they meet one of the following conditions:

1. Being or has been expelled.
2. Having repeated severe discipline problems.
3. Attending so erratically that he/she is not benefiting from the educational program.
4. Sixteen years old or older and giving written notice of intent to withdraw from the regular school program for reasons other than enrolling in another educational program.
5. The Alternative Learning Specialist at the Oregon Department of Education is the contact person for appeals regarding expulsions and alternative school placement. He/She may be contacted at 503-378-3600 ext. 2285.

ARRIVAL AND DEPARTURES

Students who walk to school or come by private transportation are requested to arrive no earlier than 7:45 a.m. At that time breakfast will be served until 8:00 a.m. in the cafeteria. Students must leave the school grounds immediately upon dismissal at 3:45 p.m., unless staying for athletics or arranged education assistance. Students need to be reminded often of the need for caution and safety when walking home.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. Students are expected to be attentive, quiet, and polite upon entering the assembly area. All students are required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.

CORRESPONDENCE COURSES & DISTANCE LEARNING

A student in grades 9-12 may earn a maximum of five credits of high school credit by distance learning and correspondence coursework. To receive high school credit the student must receive a "C" grade or higher. This provision does not apply to the dual credit college program.

Distance learning through on-line independent study, cooperative agreement, etc. may be paid by the District. Other accredited programs will also be available but students may be eligible for limited funding assistance based on the resources available. The Superintendent will determine the cost share of the District yearly. Failure to pass the course with a "C" grade or higher will require student to refund the District the cost of the course.

CREDIT BY EXAMINATION

Students in grades 9-12 may also receive credit by examination. Students must receive at least a "C" or better on examination in order to receive credit for the course. Approval must be obtained in advance from the administration. Credit by examination will be granted by semester only, and a student may earn no more than 4 units of credit by examination. Students may also opt for a pass/fail grade but must earn at least a "C" to receive a passing grade.

TEXTBOOK ISSUE PROCEDURE

Textbooks will be provided free of charge to all students. If books are damaged, marked in any way, or lost, the student will be expected to pay for the repair or replacement cost of the book.

PROGRAM EXEMPTIONS

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.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the administration by the parent/guardian in writing and include the reason for the request.

ATTENDANCE

The Oregon Revised Statutes (339.020) state: Except as provided in ORS 339.030 every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade, is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. Violation of the compulsory attendance law is a Class C infraction and is punishable by a citation up to \$150. In addition, a parent/guardian who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577 (1)(c). Failing to supervise a child is a Class A violation and punishable by a fine up to \$600.

At Arlington School District, all students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and academic progress. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school. However, students can fail on the basis of performance, despite good attendance.

The Arlington School District policy on attendance is as follows: Students must be in attendance eighty-seven percent of the days enrolled in order to receive credit in a given class.

Exemptions from Compulsory Attendance are provided by law (ORS 339.030).

EXPECTATIONS

ORS 339.065 states that an absence may be excused by the administration if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, by an emergency or, if satisfactory arrangements have been made in advance of the absence.

Arlington School District students maintain good attendance in the following ways:

1. Attend all classes regularly.
2. Report to all classes on time.
3. Check in at the office before going to class if you arrive late to school.
4. Check out at the office before leaving campus even if your parents pick you up.

5. *Get appointments or trips pre-arranged.* Bring a note to the office explaining the date, time, and reason for the absence prior to the absence.
6. Get all schoolwork to be missed ahead of time whenever possible.
7. ***Clear all absences within two (2) days or the absence will be considered unexcused.***

Absence Without Prior Arrangement: Upon return to school, a student should report to the Office with a note from the parent/guardian. The note should include the date, student's name, date(s) and/or time of student absence, reason for absence, and parent/guardian signature. Students who are 18 and living on their own may write their own notes. **Only** these students may sign themselves in/out at the office with administrative approval.

- a) **Pre-arranged Absences:** Pre-arranged excused absences may be approved providing a request from the parent/guardian is presented to the office at least one day in advance of the absence. The note should include the date, student's name, date(s) and/or time the student will be absent, reason for the absence, and parent/guardian signature. The student will take a pre-arranged absence form to each teacher allowing them to be aware of the absence, and the student to get their assignments in advance. Students cannot be failing classes and all assignments are due upon return to school.
8. As per state law (ORS 339.065) excused absences will only be given for:
 - a) Family emergency – determined by the administrator
 - b) Illness
 - c) Pre-arranged absence – determined by the administrator
 - b) School sponsored activities – participants will not be counted absent from class.
9. Make up all work on time required by the teacher.
 - a) **Excused Absence:** Student will have one day per day absent to complete and turn in work for full credit.
 - b) **Unexcused Absence:** The consequences of an unexcused absence will be determined at the discretion of each individual teacher. Consequences may include, but are not limited to any one or more of the following:
 1. A score of “zero” on missed assignments, quizzes, or exams.
 2. A loss of daily participation points.
 3. Require exams or quizzes to be made up the day the student returns.
- Teachers will include their expectations and consequences for unexcused absences in their course syllabi.

LEAVING SCHOOL DURING SCHOOL HOURS

If it should become necessary to leave school during the school day, *the student must check out of school by seeing the office secretary and gaining clearance from the administration*. Failure to do so will constitute an unexcused absence, regardless of whether or not your parents/guardians are “aware”. Discipline will be administered as stated within the behavior management procedure. If parents/guardians wish to have a student excused during the school day, arrangements must be made with the administrator or his/her designee. The administrator will determine whether the reason is of sufficient cause to release the student, and to determine whether the absence will be excused. A student will not be released to any person without the approval of his/her parent/guardian or as otherwise provided by law.

UNEXCUSED ABSENCES INCLUDE

1. Leaving campus without properly checking out through the Attendance Office.
2. Skipping class – Leaving class without permission.
3. Oversleeping.
4. Missing the bus.
5. Personal errands.
6. Family vacations that have not been pre-arranged.
7. Employment, job shadowing or apprenticeships during the instructional day that have not received prior approval from the administration.
8. SNEAK DAY – Absences from school for “sneak days” will be treated as truancy.
9. TRUANCY – A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and ineligibility to participate in athletics or other activities.

TARDINESS/UNPREPARED FOR CLASS

Student tardiness and unpreparedness is an extreme disruption to the daily operation of classes. Students are advised that repeated tardiness/unpreparedness in the same quarter will result in immediate consequences and/or parent/guardian contact. Consequences may include detention or suspension. Students later than 10 minutes to class will be considered and marked absent.

COLLEGE VISITATION GUIDELINES

RELATING TO ATTENDANCE

Juniors are allowed one day and Seniors are allowed up to two days for college visitations. The following criteria must be met for the absence to be considered school related:

1. A staff member takes a group of students on a college visit that has been pre-arranged with the college/university.

2. The student and parent/guardian must set up the visit with the Arlington High School and the college/university. The college must set up the tour and documentation must be given to AHS from the college/university.

If a Senior wishes to exceed the two day limit for a college visitation, the absence will be excused if they have pre-arranged.

BEHAVIOR

ARLINGTON STUDENT MANAGEMENT POLICY

The teachers and staff at Arlington School District believe that students have the right to a safe, pleasant environment in which to learn. It is important that students be encouraged to conduct themselves in a manner that will maintain such a climate that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

In the classrooms, hallways, lunchroom, or on the court or field, students make behavioral choices every day. At ASD the teachers and staff believe that people move toward personal maturity as they make good behavioral choices and take responsibility for their actions. Behavioral choices that are mature and responsible deserve acknowledgement. Recognition of appropriate student behavior is important and may include:

- Nominations/Selection as Student of the Month
- Positive recognition: including assemblies, releases, breaks, pep assemblies, etc.
- Verbal praise
- Eligibility for special prizes, outings, or field trips
- Positive notes/phone calls, acknowledgment to parents/guardians

Young adults make good behavioral choices using three simple guidelines. Everyone in the school is encouraged to remember the phrase, “Strive for excellence and help others to achieve this goal” as they actively work on the following goals:

CODE OF CONDUCT

BE SUCCESSFUL

Always try – Do your best – Manage yourself.

Students determined to be successful come to class on time prepared to work and learn skills to help them achieve their goals.

BE THOUGHTFUL OF OTHERS

Cooperate with other people and treat them with respect. Respect the property and rights of others. Everyone at Arlington Schools has the right to expect mutual courtesy, respect, and a sense of self-worth.

BE LOYAL TO YOUR SCHOOL

Having pride in and respecting yourself and others is a part of making Arlington Schools a positive, good place to be.

Behavioral Expectations at ASD are aimed at the goal of creating a school environment, which protects every student's rights to learn as well as every teacher's rights to teach. Expectations should be clear and fair and consistently enforced. Aside from general school rules and these simple guidelines, teachers and classroom instructors will state and post their classroom expectations. Parents/guardians are welcome to be part of the annual review process of the **Student Management Policy**.

Most young adults are able to act in a responsible, mature manner that does not interfere with the educational rights of others. For this reason, **Arlington School District's Student Management Policy** is reviewed at the beginning of each school year and with students as they enroll during the school year, so that students are fully aware of the expectations and can make good choices. However, when inappropriate choices have been made, parents/guardians are notified. Students who choose to continue violating school rules face consequences for their behavior.

GENERAL CONDUCT EXPECTATIONS

The following rules of general conduct are expected of all students:

- A. General Conduct:
 - 1. Teachers are to be given proper respect and be addressed as Miss, Mr., Mrs., or Ms. and their last name.
 - 2. ***The Student Management Policy is in effect whenever you are under the auspices of Arlington School District, including lunch (even off campus) and any school activity.***
 - 3. Off-campus and outside-of-school conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.
 - 4. A student must attend school the day of an after school function in order to participate in the function unless he/she has prearranged his/her absence with the administrator or his/her designee.
- B. In the halls:
 - 1. Pass quickly, quietly and safely, but do not run.
 - 2. Refrain from showing inappropriate action to others.
- C. In the classroom:
 - 1. Be in your seat by the bell.

2. Be orderly even if the teacher is temporarily out of the room.
 3. Be prepared to begin the lesson at once without borrowing pencils, books, paper, etc.
 4. Do not leave the room without the teacher's permission.
 5. Wait until the teacher dismisses you. THE BELL NEVER DISMISSES.
 6. *Food and drink are not allowed in class and cannot be purchased during class time.*
- D. In assemblies:
1. Be attentive, quiet, and polite as soon as you enter the assembly.
 2. All students are required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.
- E. Displays of Affection:
1. Holding hands and walking arm in arm are gestures of affection, which are widely accepted in public. Other affectionate behaviors in school or other work settings are considered inappropriate. Intimate conduct such as kissing, sitting on laps, straddling each other, fondling and the like are not appropriate in school or the workplace. Such behaviors when referred will result in parent notification and/or discipline.

A complete record of the conduct of each student is maintained at the school. Unacceptable behavior is clearly spelled out in the Student Management Policy. This policy and the student/parent handbook will be reviewed yearly with students as part of the advisor/advisee program.

Disrespectful, disruptive, irregular attendance, and illegal activities are discouraged through the assignment of consequences, which include loss of privileges, parent/guardian conferences, detention and suspension. Among these activities are: repeated unexcused absences, truancy, repeated tardiness, dress code violation, note writing, inappropriate or obscene language, disrespect, disruptive behavior, cheating, illegal behavior, harassment, physical violence, damage to school property, behaviors that place others at risk, unprepared for class, display of affection.

The following can result in suspension and, in some cases, expulsion: repeated violations, fighting, gang behavior, defiance of authority, failure to serve detention, cheating on final exam/major project, any violation aggravated by racially/sexually derogatory behavior, use of drugs/alcohol, sale or supply of drugs/alcohol, possession of a weapon (state law requires one year expulsion).

Please refer to the following discipline matrix for detailed list of inappropriate behavior and the disciplinary action that will be taken for such violations.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, provide for a workplace environment, and avoid safety hazards. In addition to the district policy on dress and grooming, dress issues often constitute conflicts with district policy on sexual harassment and gangs. Such dress can, at times, for some students, create a hostile school environment. The following dress code seeks to create a more logical and useful set of guidelines for students and parents/guardians.

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

It is essential that the administration of the school have the authority to interpret and enforce the dress and grooming code. However, it shall be the responsibility of all staff members to send any violators of the dress and grooming code to the office. Students who willfully repeat violations of the dress code will be disciplined.

In general, students should dress in neat, clean appropriate clothing that does not disrupt the educational process and protects the rights of others. This specifically includes the following:

Students found to be in violation of these guidelines will be asked to conform immediately. Students will change or be sent home to change immediately. Students failing to comply will be subject to disciplinary action according to the student management policy.

The dress and grooming code listed here is to encourage students to dress in a clean, safe and attractive manner so that all students can function in a normal classroom atmosphere and be proud of their fellow students and their school. The code is a guideline established to exclude certain modes of dress and grooming in the belief that to permit this conduct would lead to a substantial disruption of the educational process within the school. It is the hope of the administration that students and parents/guardians will cooperate by complying with the school guidelines.

GYM AND WEIGHT ROOM USE

Students are not to be involved in any type of activity in the gym or weight room unless there is staff supervision.

LOCKERS/DESKS

Student lockers/desks are the property of the school district and may be opened and searched at any time by the administrator or by staff members designated by the administrator. Such a search does not require prior student notification if such action is deemed reasonable by the administration. Private locks are not authorized and will be cut off if found. Items belonging to a student, which are unlawful, or are in violation of school policy may be seized. When items are seized, students will be notified that a search occurred and of what items were seized.

Students may decorate the inside of their lockers only. No decorations regarding drugs, sex, alcohol, tobacco, or any inappropriate items may be used. Students shall not have personal decorations, signs or items on the outside of lockers unless approved by the administration. Additionally, students may not post personal signs or decorations on school property unless approved by the administration. Students may post campaign signs during student body election week.

Students shall use lockers/desks to store books and supplies. Students should not put personal bags, books, etc. in the hallway, on benches or on shelves in the hall. Items left in the hall, on benches, or shelves in the hall may be picked up and removed by the custodian or administration. Hallways shall be kept clear at all times.

Money and other valuables should not be kept in lockers/desks, restrooms or dressing rooms. If the item cannot be kept on your person or left at home, consult the office. Some valuables are not allowed in class. The district is not responsible for lost items.

POSTERS/SIGNS/BANNERS

The administration must first approve signs, banners, or posters that a student wishes to display. Signs, banners, and/or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. All locker signs must be AHS spirit signs or school information. (See Lockers policy above)

DISCIPLINE/DUE PROCESS

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 administration.

The district's disciplinary options include using one or more discipline management technique including counseling by teachers, counselors, and administrators, detention, suspension, expulsion, loss of driving privileges, and loss of right to apply for driving privileges and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. 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 drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

DETENTION

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

FRIDAY SCHOOL

A student may be assigned to Friday School for up to five hours (9:00 a.m. to 2:30 p.m.) with a one-half hour lunch break if the student violates the Student Code of Conduct. The Friday School detention shall begin after parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation to and from the Friday School.

SUSPENSION

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reason(s) 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/guardians 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.

Schoolwork missed by a student while on suspension is due within one day after the student returns to school.

EXPULSION

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parents/guardians 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/guardian rights, and alternative education provisions as required by law. See alternative education programs in this handbook.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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 recommend alternative placement for the student. The district may not expel a student with disabilities or terminate educational services for any behavior, which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent/guardian refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to stay put in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

COUNSELING

Arlington School District provides a variety of counseling supports for students. This may include in-classroom guidance lessons, presentations, one-on-one and group counseling for social/emotional issues, career counseling, etc. These services may be provided by school counselors employed by ASD, and/or by school-based mental health counselors contracted by ASD. If you do not wish your student to receive these services, please inform the school, in writing, of your wishes.

ACADEMIC COUNSELING

Students are encouraged to talk with a district counselor, teachers and administrators in order to learn about the curriculum, course offerings and graduation requirements. Students who are interested in attending a college, university, training school, military, or some other advanced education should work closely with the school counselor. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

DRUG – ALCOHOL – TOBACCO

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

Oregon State Law ORS 474 and 475 prohibits the possession, use or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale or source of supply of alcohol, narcotics and habit-forming drugs (or look a likes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the policy on medication, shall not be considered a violation of this rule.

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, drug paraphernalia, selling and/or use at school during the regular school day and/or at any district related activity, regardless of time or location and while being transported on district provided transportation. Students in violation of the district drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate.

Students have the right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal, harmful, and interferes with both effective learning and the healthy development of students and adolescents, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

DRUG PREVENTION PROGRAM

The district's drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research.

Drug, alcohol and tobacco prevention instruction will be integrated in the district's health education courses. Students not enrolled in health education shall receive such instruction through other designated courses. At least annually, all senior high school students shall receive such instruction. Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of prohibited drug, alcohol and tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the school administrator or his/her designee.

The school administrator will:

1. Call the police if deemed appropriate;
2. Call the parents/guardians for a meeting;
3. Discuss the incident with the student, parents if available and police if contacted;
4. Impose the penalty for violating using due process procedures;
5. Provide information to parents/guardians about resources that offer treatment or assistance for young people suffering from drug, alcohol or tobacco related problems.

Students possessing, using and/or selling unlawful drugs, alcohol, other intoxicants and tobacco on district property, in district vehicles, at district sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion. Students may also be referred to law enforcement officials.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents/Guardians are encouraged to contact the school counselor for information on district and community resources available to assist students in need.

COMPLIANT PROCEDURES

STUDENT/PARENT/GUARDIAN COMPLAINTS

A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, the student or parent/guardian may file a written, signed complaint with the Superintendent/Principal within 15 calendar days following the conference with the teacher. The Superintendent/Principal will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the Superintendent/Principal, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent's/Principal's decision in writing. The matter can be brought to the next Board meeting. The Superintendent/Principal will inform the Board of the situation before the meeting and make sure that the person the complaint is against knows it will be discussed at the Board meeting. Board decisions are final.

DISCRIMINATION COMPLAINTS

A student and/or parent/guardian with a complaint regarding possible discrimination of a student should contact the school administration. Discrimination must be based on race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with federal law. (See Equal Educational Opportunity above) All discrimination complaints will be investigated in a timely fashion. The administration will report the outcome of the investigation to the student and parent/guardians. If student and/or parents/guardians are not satisfied with the outcome of the investigation, they may file a discrimination complaint in writing with the Superintendent/Principal. The written complaint must describe the discrimination, explain how the results of the investigation did not resolve the discrimination, and provide a recommendation to resolve the discrimination. The Superintendent will within ten (10) school days respond to the written complaint. If the complainant is not satisfied with the Superintendent's response, the complainant may request the complaint to be heard at the next Board meeting in writing through the Superintendent. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting and make sure that any persons involved in the discrimination complaint knows it will be discussed at the Board meeting.

EDUCATION STANDARDS COMPLAINTS

Any resident of the district or parent of a student attending the Arlington schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. Persons who feel that there is a violation of educational standards should follow the following procedures:

1. Inform the Superintendent in writing of the complaint. The Superintendent shall respond in writing within five (5) working days;
2. If the complainant is dissatisfied with the decision of the Superintendent, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent's decision in writing. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting.
3. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

INSTRUCTIONAL MATERIALS COMPLAINTS

Complaints by student or parents/guardians about instructional materials should first seek to resolve the complaint through discussions with the teacher. If the informal complaint is not resolved, complaints by student or parents/guardians about instructional materials should be directed to the Superintendent in writing. All instructional materials complaints must state the reason(s) for the complaint, how the complainant would like to see the matter resolved, and be signed.

A reconsideration committee will be appointed by the Superintendent and will review the material and forward a recommendation to the Superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and

justification will be forwarded to the complainant together with the Superintendent's written decision.

If the complainant is dissatisfied with the decision of the Superintendent, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent's decision in writing. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting and make sure that any staff involved with the instructional materials knows it will be discussed at the Board meeting. Board decisions are final.

SEXUAL HARASSMENT COMPLAINTS

Sexual harassment by staff and/or students is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee 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 or where the employee is engaged in district business.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature that creates a hostile environment.

The administration has the responsibility for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- STEP 1 Any sexual harassment complaint shall be presented in writing to the Superintendent/Principal. It should include the specific nature of the sexual harassment and corresponding dates.
- STEP 2 The Superintendent/Principal or his/her designee shall promptly investigate the complaint with all concerned parties within five (5) working days after the receipt of the complaint. The district official conducting the investigation shall notify the student and the student's parents/guardians in writing when the investigation is concluded.
- STEP 3 If the complainant is dissatisfied with the decision of the Superintendent/Principal or his/her designee, he/she may appeal to the Board in care of the Superintendent/Principal within ten (10) working days following the receipt of the Superintendent's decision in writing. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) working days following the completion of the hearing.
- STEP 4 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA. 98174-1099. Direct appeal may be filed with an enforcement agency at the time.

If the complaint is against the Superintendent, the complaint will begin with Step 3.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

STUDENTS WITH DISABILITIES COMPLAINTS

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the administration.

TAG PROGRAM AND SERVICE COMPLAINTS

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should file a written complaint with the Superintendent. The Superintendent will arrange for a review committee to meet within two (2) school days of receiving the written complaint to review all pertinent information. The written complaint should state the reason(s) for the complaint and recommendations to resolve the complaint.

The review committee shall make a recommendation to the Superintendent within ten (10) school days of reviewing the original complaint. The Superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 45 or more days have elapsed since the original filing of the written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided to the complainant upon request from the administration.

ALL OTHER COMPLAINTS

Students or parents/guardians with complaints not covered by this student/parent handbook should contact the administration.

SAFETY

GANG ACTIVITY/HATE GROUPS

Gang/Hate group activity will not be allowed. Prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors or insignia and the use of language, code or gestures that provoke violence or seek to advocate the purpose and objectives of such groups.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. See District Policy GBNA/JFCF. Students found to be in violation of district policy will be subject to

discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

VANDALISM

No person shall willfully write, make marks or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings, or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section.

WEAPONS

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 Schools Activities Association).

Weapons may include, but are not limited to, dangerous weapons (any weapon, devise, 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), firearm, destructive device (any device with an explosive incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or form which a destructive device may be readily assembled), 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 administrative approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure and/or forfeiture.

Students found to have violated the district's zero-tolerance weapons policy (Board Policy JFCJ) shall be expelled for a period of not less than one year.

Administrators shall promptly notify the appropriate law enforcement agency any time there is reasonable cause to believe violations have occurred or when a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents/Guardians will be notified of all conduct by their student that violates the weapons policy.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

INAPPROPRIATE OR OBSCENE LANGUAGE AND DISRESPECT

Inappropriate and/or obscene language is not to be allowed or tolerated. The use of profanity, and sound-a-like words or phrases, which show disrespect or willful defiance will not be allowed or tolerated. Students found to be in violation of district policy will be subject to discipline.

TOBACCO FREE ZONE

The use, distribution, or sale of any tobacco product is prohibited on all school grounds, school vehicles, or at school sponsored events. Board Policies, JFCG/KGC/GBK.

CELL PHONES, PAGERS, COMMUNICATION DEVICES

Arlington Grade School Students are allowed to use cell phones for personal use only during lunch time.

High School students are allowed to use cell phones or other technological devices for the use of educational purposes. Each teacher sets their own classroom management rules when it comes to the use of electronic devices in their classroom.

TOYS AND EQUIPMENT

Students are discouraged from bringing toys and equipment from home to school. Sometimes teachers have special programs when students are allowed to bring personal items to share. These items should remain in the classroom. At all times the school will not assume responsibility for loss or damage to items from home.

If special circumstances make it necessary for a student to bring cash or other important possessions to school, these items can be safeguarded by registering them in the school office.

Absolutely no toy guns, knives or any other object that looks like a weapon are allowed at school at any time.

PLAYGROUND RULES FOR ARLINGTON GRADE SCHOOL

1. Safety first on equipment:
 - No jumping from swings, swing front to back, sit in appropriate manner.
 - Go up ladder and down slide, side down on seat, no sitting on top of bars.
 - No jumping from the top of the climbing wall
 - No playing with rocks
 - Use teeter-totter appropriately
 - No climbing on top of the horizontal ladder
2. The asphalt area is for the following activities:
 - Basketball
 - Four Square
 - Hopscotch
 - Tetherball
 - Jumping rope
 - Wall ball

Note: Any activity may need to be regulated for age and fairness.

PLAYGROUND USE AFTER SCHOOL

All children are to go home after school. Parents/Guardians should understand that children are not supervised by school personnel at this time. No one is allowed on school grounds after dark, unless participating in a school sponsored activity.

RECESS AT THE ARLINGTON GRADE SCHOOL

Recess at the Arlington Grade school is a privilege; students who fail to make good choices at recess can lose their privilege to go to recess.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspaper, video, yearbook, websites, etc. are completely under the supervision of the teacher and administration. Students may be required to submit such publications to the administration for approval.

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 non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the administration for review and approval before being distributed to students. Materials shall be reviewed 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, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials including advertising that are 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 or approval of the school district will not be distributed.

If the material is not approved within three (3) days from the time it was submitted to the administration will be considered disapproved. The disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRILLS AND OTHER EMERGENCY SIMULATIONS

Fire drills and/or earthquake drills will be held monthly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. WALK, DO NOT RUN.

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended or expelled from school.

Other emergency drills or simulations (i.e., bus evacuation, armed intruder, tsunami, chemical spill, etc.) may be held periodically.

EMERGENCY MEDICAL TREATMENT

In cases of sudden illness or injury to a student or staff member, school staff will give first aid. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. School staff are charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled. Names of the designated employees will be posted. At least one coach at each level of sport will be certified.

EMERGENCY SCHOOL CLOSING INFORMATION

Whenever it is necessary to delay the opening of school because of weather conditions or other conditions, **everyone will be notified via the Frontier Regional Alert System. You must sign up to receive these alerts. Go to www.co.gilliam.or.us and click on Frontier Regional Alert icon. If you do not have access to a computer you can call 541-384-2851 for more information. This will be the only notification system, again you must sign up ahead of time.** Late opening means that school will begin exactly two (2) hours later than normal. Buses will run exactly TWO (2) hours behind schedule in order that you will be able to judge your timing. There will be no rumors and no confusion.

In the event of bad weather or other conditions that would require the school to be closed staff and parents/guardians will be notified by 8:00 a.m. Remember that school will be held unless you receive the second notification. Only the **Frontier Regional Alert system** will be making these notifications. If students or unidentified people call it is an unofficial notification.

Examples of procedure:

1. The original call to staff and parents/guardians by 8:00 a.m. automatically means LATE OPENING;

2. There will be no second call for Late Opening. All students know that they will be on their bus exactly two hours behind their normal time;
3. In case that school must be cancelled – a second call will be made prior to 10:00 a.m. to inform teachers and parents/guardians that school is closed for the day.

FIELD TRIPS

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences that fall outside the normal school program/day.

The district provides school bus transportation to approved and sponsored activities and athletic contests. Students who participate in these activities will be expected to ride the school bus to and from the activity. A student may be excused to his/her parent/guardian on the return trip. Parents/Guardians should check the student out with the coach or activity coordinator. Release to any other person or relative will be allowed only in extraordinary circumstances that have been approved of in advance following a written request by a parent/guardian.

Exceptions to this rule may be made by the administration for extenuating circumstances. Parents/Guardians should make arrangements at least 24 hours in advance of a trip.

Written parental permission must be obtained for each trip. The signed form showing parental/guardian approval and acknowledgement of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop procedures and guidelines to insure both students and adult's supervision are acquired with the standards of conduct while representing the district.

All out-of-state and over night travel must have prior Board approval. Such approval is predicated on the acceptable plan for travel arrangements, parental involvement, orientation of students and supervisor and support of the administration.

GANGS

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. (See Dress and Grooming Policy)

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline up to and including expulsion.

IMMUNIZATION

Proof of immunization must be presented prior to the time of initial enrollment in school or within ten (10) days of transfer to the district. Proof consists of a signed "Certificate of Immunization Status" for documenting whether evidence of immunization or a religious and/or medical exemption.

INFECTION CONTROL/HIV, HBV, HCV, AND AIDS

Although HIV, HBV, HCV and AIDS are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, HBV, HCV AIDS and/or other infectious diseases.

If the district is informed that a student is HIV, HBV, HCV or AIDS infected, the district is prohibited by law from releasing information unless the infected student or parent/guardian gives permission for such release.

If a student or parent/guardian wishes to divulge such information and continues attending school, the district will meet with the infected student, parent/guardian, and/or representative to develop appropriate procedures.

Parents/Guardians of students with a medical diagnosis of HIV deemed special risk by the student's health care provider as well as parents/guardians of any student with AIDS are required to notify the Superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In

either case, students and parents/guardians will be notified of alternative education programs.

INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including HIV, HBV, HCV and AIDS has been included as an integral part of the district's health curriculum. Any parent/guardian may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administration for additional information and procedures. Students of parents/guardians with questions about the district HIV, HBV, HCV, and AIDS health education program should contact the administration.

INSURANCE

At the beginning of the school year, the district may make available to students and parents/guardians a low cost student accident insurance program. Parents/Guardians are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The **district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.**

Before participating in school sponsored athletics/cheerleading, students and parents/guardians must have purchased the student accident insurance or show proof of insurance.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of the school year.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental/guardian approval prior to publication.

Parents/Guardians who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing information and personally identifiable information.

MEDICINE AT SCHOOL

DISTRICT ADMINISTERED MEDICATION

Parent/guardian need to complete an Authorization for Medication Administration by School Personnel form if they wish the district to administer medication.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration, and any special instruction. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

All medication to be administered by the district are to be brought to school by the parent/guardian in its original container. The district will dispose of medication not picked up by the parent/guardian at the end of the school year.

SELF-MEDICATION

Students in grade 7-12 are permitted to self-medicate prescription and nonprescription medication upon written request by the parent/guardian.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements and subject to disciplinary action.

Contact the school office for additional information and forms.

SEARCH AND SEIZURES

The Board seeks to assure a climate in the schools, which is appropriate for institutions of learning and which assure the safety and welfare of personnel and students. School officials may, under appropriate conditions, search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reasonable suspicion to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

A search of a student's person may be conducted when there is reasonable suspicion to believe the particular student is concealing evidence of an illegal act or school violation.

Searches 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.

Illegal items or other possessions reasonably determined by school officials to be a threat to the safety or security of others may be seized by school officials. Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and students may be disciplined.

Other items, which are being used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession by school officials.

General search of school properties including, but not limited to lockers and desks may occur at any time. (See LOCKERS policy above)

At the time school equipment is assigned to students for their use, students will be informed of the conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.

QUESTIONING

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administration or designee will make an effort to notify the parent/guardian of the situation.

Parents/Guardians are advised that in suspected child abuse cases, child agencies and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit the district from contacting parents/guardians.

STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE

Skateboards/Rollerblades/Scooters or similar devices are prohibited on school district property during school hours unless special permission is given by the administration for a specific activity.

Use of skateboards/rollerblades/scooters on district property during non-school hours is at the user's risk.

VEHICLES/ BIKES/SKATEBOARDS/SCOOTERS ETC. ON CAMPUS

Bicycles, Scooters and skateboards are not to be ridden on school grounds during school hours or while activities are going on at the school. Before and after school students should walk their bikes while on school property. No bicycles or motorized vehicles are allowed on the track at any time.

BICYCLE INFORMATION

Students may ride bikes to school; however, bikes must be parked in designated areas only. Students should provide their own locks for security.

Bicycles are not to be ridden on the school grounds during school hours. Students are to observe all bicycle safety rules when traveling to and from school. Students who ride bikes to school must wear a bicycle safety helmet. Failure to wear a helmet will result in a call to parents/guardians and may result in the student loss of the privilege to ride his/her bicycle to school.

STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE

Students may ride skateboards/rollerblades/scooters or similar devices to school; however, they must be parked in designated areas only. Students should provide their

own locks for security. Skateboards/Rollerblades/Scooters or similar devices are not to be ridden on school grounds during school hours or while activities are going on at the school, unless special permission is given by the administration for a specific activity.

Use of skateboards/rollerblades/scooters on district property during non-school hours is at the user's risk.

VEHICLES

Vehicles parked on district property are under the jurisdiction of the district. Any student driving a motorized vehicle to school must be a licensed driver and is required to show that he/she holds a valid driver's license, show that the vehicle is currently registered and that 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.

All vehicles parked on school campus must be parked in the designated areas as prescribed by the administration. Parking on district property is a privilege and not a right. District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Students are not to be in their vehicles or getting things from their vehicles during school hours unless they have permission from the administration.

No student is authorized to drive a motorized vehicle during the hours in which school is in session without proper authorization from parents/guardians and the administration. Students who drive or park inappropriately may lose their privilege to drive and/or park on school grounds. Students should not be driving to the grade school for classes held at the grade school unless administrative permission has been granted. Students are not authorized to enter an auto driven by any person except by written authorization from the parent/guardian of the student and the parent/guardian of the person driving. Students are not authorized to ride in the back of a pickup or other open vehicle. Violations will be reported to the office.

VISITORS

Parents/Guardians and other visitors are encouraged to visit district schools. All visitors must check in at the school office and obtain a visitor badge. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The administrator or his/her designee will approve all requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the school administrator. No individual may loiter on or near school premises.

TRANSPORTATION

BUS REGULATIONS

The Arlington School District provides bus transportation to all students in the Arlington School District living more than one mile from school. The local administrator or the bus supervisor establishes bus routes. Any request for a route change must be made to the bus supervisor, as the driver does not have the authority to alter the bus route. The state regulations governing students while riding school buses are posted on each school bus. Any violation of these rules may cause loss of bus privileges.

TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation is required to comply with the district policies, rules and regulations, as well as, the conduct policies of the bus company. Any student who fails to comply with the district policies, rules, and regulations, as well as, the conduct policies of the bus company may be denied transportation services and shall be subject to disciplinary action.

Your student/s may at times be transported on a Motor Coach contracted by the district which has met all certifications under the SPAB agreement (Student Pupil Activity Bus) by ODE standards. All SPAB drivers will provide safety instruction prior to departure and will instruct passengers on the operation and location of all emergency exits. Each activity trip will be documented and is kept on record for two years with the district.

TRANSPORTATION RULES

The following rules shall apply to student conduct on district provided transportation:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the bus driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.

16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF TRANSPORTATION RULES

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. 1st Citation – Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. 2nd Citation – The student is suspended from the bus until a conference, arranged by the bus driver has been held with the student, the parent/guardian, the bus driver and the administrator or his/her designee.
3. 3rd Citation – The student receives a five (5) to ten (10) day suspension and will not be able to ride the bus until a conference, arranged by the bus driver, has been held with the student, the parent/guardian, the bus driver and the school administrator or his/her designee. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violation: Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) school days and up to a one year expulsion from the bus. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the parent/guardian, the bus driver, the transportation supervisor, and the school administrator or his/her designee.
5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

LOST CHILD

If your child does not come home from school at the expected time and you become alarmed, please call the school office. The school office will contact school personnel (bus drivers, teachers, etc.). If the child is not located soon, the school will contact the parent/guardian and suggest that the parent/guardian contact the appropriate authorities. Please call the school office back if you locate the child, as the school will continue to look for the child and are concerned for the child's welfare.

ACTIVITIES

Eligible students, regardless of their ability levels are encouraged to take part in extra-curricular activities and the many worthwhile learning experiences that involvement in student athletics and activities has to offer.

CLUBS AND ORGANIZATIONS

Student clubs and activity organizations such as band, choir, drama, dance, Associated Student Body, National Honor Society, and other school organizations or activities may establish rules of conduct and consequences for misconduct for participants that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequence specified by the organization. (See Arlington School District Athletic and Extra-Curricular Activities Handbook for extra-curricular rules and regulations.)

DANCES/SOCIAL EVENTS

All school events – banquets, parties, positive recognition activities, and dances are under the supervision of the student council or authorized student group and responsible to the administrator. The student council’s develops the dance calendar with the approval of the administration. The sponsoring organizations are responsible for all arrangements including finances, entertainment, refreshments, decorations, chaperons and clean-up. These organizations may also set a dress code for such dances (i.e., “formal,” “semi-formal,” etc.) with the approval of the administration. 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. The person inviting the guest will share responsibility for the conduct of the guest. The following rules govern school dances and parties:

1. Dances can be held on Thursday, Friday or Saturday nights.
2. The faculty class advisor and parents/guardians (minimum 2) must chaperon each event.
3. Students leaving the building will not be allowed to re-enter during the event.
4. All school sponsored dances and social events are closed to all individuals except Arlington High School students (for high school dances/events) or Arlington Middle School (for middle school dances/events) students. Guests may be invited for special high school dances subject to prior approval by the school administration. Such approval can be obtained only by filling out a dance guest pass form (available at the office) and submitting it in a timely fashion and have prior approval of the administration. Arlington High School will not allow guests who are dropouts or older than 20 years of age to attend as guests.
5. Under no circumstances will Middle/Junior High School students be allowed to attend High School dances or social events nor will high school students be allowed to attend Middle/Junior High School dances or social events.
6. Organizations must submit an activity request form to the Student Council at least **two weeks** prior to the event.
7. *Except on special occasions, all social events and dances will end by 11:00 p.m. Special occasions will be determined by the administration.*

ATHLETIC CODE FOR 5th-8th GRADE STUDENTS

Students, who participate in the Arlington Grade School Athletic program, including cheerleaders, will be provided with a current copy of the Arlington School District Athletic and Extra-Curricular Activities Handbook. The handbook includes all of the Athletic and Extra-Curricular Activities rules and regulations for participation.

The following eligibility requirements apply to students who participate in district sanctioned athletic activities. Participating students are required to demonstrate desirable behavior, satisfactory attendance and academic progress as determined by the following district criteria. Arlington Grade School students (5th-8th grade) must be making satisfactory progress as deemed by the teachers and administration. Inadequate progress will be communicated to parents by the teacher. Please see the entire eligibility requirements in the Arlington School District Athletic and Extra-Curricular Activities Handbook.

ATHLETIC CODE FOR HIGH SCHOOL STUDENTS

The athletic code is in accordance with policy and consistent with the suggested policy of the O.S.A.A. This code shall apply to all students participating in the interscholastic athletic programs sponsored by the Arlington School District. Any athlete not conforming to the letter of the code shall be subject to disciplinary action as prescribed.

Students, who participate in the Arlington High School Athletic program, including cheerleaders, will be provided with a current copy of the Arlington School District Athletic and Extra-Curricular Activities Handbook. . Please see the entire eligibility requirements in the Arlington School District Athletic and Extra-Curricular Activities Handbook. The handbook includes all of the Athletic and Extra-Curricular Activities rules and regulations for participation.

FUND RAISING

Any solicitations and/or activities that generate moneys by students and staff (car washes, bake sales, raffles, etc.) must have prior approval of the Administration during the school year. A fundraising form must be filled out by the advisor and signed by the administration. Fundraisers during the summer months require approval of the Administration. Groups should fill out a Facilities Use form in addition to the Fund Raising Form if school facilities will be used.

Any solicitations for money that does not provide a service must be proposed in writing to the Board.

GOVERNMENT

The key organization of the high school is the Arlington High School Associated Student Body (ASB). It sponsors many school activities. The governing body of the association is the Student Council. Any student wishing to run for office must have at least a 2.0 GPA and passing all classes in which the student is currently enrolled. (See ASB Constitution and Athletics Eligibility Requirements policy for details)

All students must purchase a student body card, become a member of the Arlington Associated Student Body Association and be enrolled as a full time student in order to participate in school activities (i.e., activities/athletics).

FEES

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

No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in student/parent handbook, or in some written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

In accordance with the law and with district policy, certain education records may be withheld if fees and fines are not paid.

The following fees will be charged to Arlington School District Students:

Student Body Fee	Grades 5-8	\$10.00
Student Body Fee	Grades 9-12	\$15.00
High School Shop Fee	Shop Class	\$30.00

All students 5th-12th grade must pay a student body fee and will be issued a student body card.

BREAKFAST/LUNCH PROGRAM

	Breakfast	Lunch	Reduced
Adult	\$1.65	\$3.95	
K-8 Students	\$1.30	\$2.85	\$0.40
9-12 Students	\$1.55	\$2.95	\$0.40
Extra Milk	\$0.50	\$0.50	

At this time ASD offers free breakfast and lunch to all students. A nutritious breakfast and Class “A” hot lunch with milk are served daily in the elementary school. Students who wish to bring their own lunch may purchase milk separately or they may bring their own beverage. All students who eat breakfast at school or a lunch of any kind are required to eat in the cafeteria or designated area.

The district participates in the National School Lunch, School Breakfast Commodity and Special Milk Programs and offers free and reduced-price meals based on a student’s financial need. Additional information may be obtained in the school office.

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of 20% of students from other nations from those exchange programs officially recognized by the Board. The Board may waive this requirement by Board action.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Foreign exchange students admitted to school under the F-1 visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 visa will be granted a tuition waiver.

Foreign exchange students may be awarded an honorary high school diploma under satisfactory completion of the school's prescribed course of study.

STUDENT RECORDS

CONFERENCES

Regular conferences are usually scheduled in November and April to review student progress.

Students and parents may also expect to request a conference if the student is not maintaining passing grades or achieving the expected level of performance; if the student is not maintaining behavior expectations; and/or in any case the teacher considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent/guardian who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, e-mail the teacher (e-mail addresses are the teacher's first name initial and the first seven letters of the last name @arlington.k12.or.us – for example stoutman@arlington.k12.or.us), or request that the teacher call the parent/guardian to arrange a mutually convenient time for a conference. Email addresses can also be found on our website at honkernet.net.

REPORTS AND REPORT CARDS

Arlington Grade/Middle School (K-6th grade) progress reports are done on a quarter reporting basis. Report cards are issued on a quarterly basis at the elementary school. Parent/Teacher conferences are held at the end of the first and third nine-week periods. Second nine-week grading period may have a conference if requested by the parent/guardian and/or the teacher. Progress reports shall be sent to parents/guardians on a regular basis as necessary.

Arlington Middle/High School (grades 7-12) grades are reported on a semester reporting basis. **Parents/Guardians are provided with a student code that allows parents to access their student's grades and attendance through the Internet.** Teachers will update the grades frequently. Parents/Guardians who do not have access to the Internet may contact the school and request progress reports on their students.

Reports cards will be provided at the end of each semester, and transcript grades are recorded in half and full unit credits (i.e., semester grading system). If work is exceptional or below a student's ability, a conference with the parent/guardian will be requested by the teacher. Parent/Teacher conferences will be held at the end of the first nine-week grading period and in the middle of the second semester.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. (See GRADE CLASSIFICATION Policy below)

The School Board feels that it is important for teachers to share information with parents/guardians as to the student's achievement and progress. The following guidelines in reporting student progress should be followed:

1. Parents/Guardians will be contacted periodically for any student earning a D or F;
2. Parents/Guardians will be contacted as soon as possible when a student's performance and/or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance. Grades will not be used for disciplinary purposes;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistence is inappropriate for certain classes or certain students;
5. When no grades are given, but the student is evaluated in terms of progress, the school staff will provide a realistic appraisal of the student's standing in relation to his/her peers;
6. The staff will be able to explain the meaning of marks and symbols used to reflect student performance upon request.
7. Students may be assigned to "Friday School" if they are failing coursework.

GRADE CLASSIFICATION (High School Only)

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

Units of Credit Earned	Grade Placement
6	Sophomore
12	Junior
18	Senior

GRADE REDUCTION/CREDIT DENIAL

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 non-attendance due to religious reasons, a student's disability or an excused absence as determined by district policy. (See Attendance policy)

At the beginning of each school year or course, teachers will inform students and parents/guardians 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.

GRADUATION EXERCISES

The Board believes that the completion of high school graduation requirements from the Arlington School District is an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated exercise. Accordingly, appropriate graduation programs will be planned by the administration on the date selected by the Board.

The district's valedictorian(s), salutatorian(s) and/or others at the discretion of the administration may be permitted to speak as part of the district's planned graduation program. All such speeches will be reviewed and approved in advance by the administration.

All students in good standing who have successfully completed the requirements for a high school diploma, modified diploma or certificate of attendance may participate in graduation exercises.

Graduation dress and grooming requirements will be established by the administration and reviewed with the graduates prior to graduation. Students must wear appropriate clothing under the graduation gowns. Caps will not be decorated and tassels may not have other items attached to them without Administrator and Class Advisor's approval. Students may wear jewelry or carry personal symbols if they are in compliance with the school dress and grooming code and school rules. National Honor Society students and honor students may wear honor cords as allowed by the administration.

While graduation is a celebration of achievement, the ceremony should be conducted with the respect and dignity that should be expected from such an occasion. Students should refrain from displays that distract from the occasion such as making inappropriate noises, bring noise makers, bubble gum, bubble blowers, squirt guns, canned string, etc.

A student has a right to a high school diploma if they have completed all the graduation requirements. Participation in the graduation ceremony is a privilege. Inappropriate conduct, violation of school rules, district policies and/or administrative rules, or state and/or federal law by a student may eliminate the student from participating in the graduation ceremony.

GRADUATION REQUIREMENTS

Graduation Requirements	Requirements for a Diploma
Language Arts	4 Credits State Test Score of 236 or better in Reading/Literature
Mathematics	3 Credits-Algebra I or above State Test Score of 236 or better in Mathematics
Science	3 Credits – Scientific Inquiry & Lab Based Experience
Social Science	3 Credits
Health Education	1 Credit
Physical Education	1 Credit
The Arts, Career/Tech Education and/or Second Language	3 Credit (in any one or a combination)
Electives	6 Credits (1 credit must be in Personal Finance)
TOTAL:	24 Credits

Seniors who transfer into the district after the first semester of the senior year must have a total of 24 Credits or more to graduate. Students must meet all attendance requirements established by the State of Oregon and the Arlington School District.

The Oregon University System (OUS) Admission Policy requirements can be reviewed on-line by going to <http://www.ous.edu/pass>. Students interested in attending an Oregon University System should be aware of the OUS Admission Policy requirements in planning their high school educational plan.

MODIFIED DIPLOMA

A Modified diploma (i.e., certificate of completion, certificate of attendance) may be awarded to students who have met some, but not all, of the district's minimum graduation requirements. Modified diplomas will be awarded based on individual student needs and achievements. The district will determine the minimum units of credit required for a Modified diploma.

HOMEWORK

Homework is an extension of instructional time and is intended to provide students meaningful feedback as they practice, reinforce, and apply specific learning outcomes. The amount assigned will vary depending upon the course taken and the grade level of the student. Homework assignments promote self-directed learning and a sense of personal responsibility.

STUDENT HOMEWORK RESPONSIBILITY

Students are expected to carefully complete all homework assignments according to expectations, giving serious attention to the quality and timeliness of their work. Students will make homework a priority.

PARENT/GUARDIANS HOMEWORK RESPONSIBILITY

Parents/Guardians should provide an environment that is conducive to study and learning, reinforce good study habits, prioritize homework, and communicate with teachers when questions concerning homework or academic achievement arise.

TEACHER HOMEWORK RESPONSIBILITY

Teachers will base learning assignments on specific learning outcomes as well as student needs. They will clarify the purpose of homework assignments and give careful consideration to the demands on student time, yet expecting schoolwork to be a priority. Homework will be evaluated in a timely fashion using announced expectations, and in a manner that provides accurate assessment of student skills, abilities and knowledge. Teachers will also attempt to keep parents/guardians informed of the amount and kinds of homework required.

HONOR ROLL QUALIFICATIONS

A student must be enrolled in five graded classes to be eligible for the Honor Roll. Honor Roll students must have a 3.5-4.0 GPA. Honor Roll Honorable Mention students must have a 3.0-3.49 GPA.

RECORDS – DIRECTORY INFORMATION

All student records at Arlington High School will be handled in the manner prescribed by the Arlington School District Record Policy. The district policy is in compliance with previously established federal and state guidelines and is available in the school office upon request.

The following types of information shall be known as directory information and will be released unless a specific request that it not be released is made by a parent/guardian or student of consenting age (18); the student's name, address, telephone listing, date and place of birth, major field of study, height, weight and grade of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency and institution attended by the student. Student pictures will be allowed in school publications (i.e., school newspaper, yearbook, newsletters) unless specific request that it not be allowed is made by a parent/guardian or student of consenting age.

STUDENT EDUCATIONAL RECORDS

The information contained below shall serve as the district's annual notice to parents/guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents/guardians of minor students who have a primary or home language other than English.

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

Personally identifiable information shall not be disclosed without parent/legal guardian or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place by the office by the administration.

Permanent records shall include:

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth

4. Name of parent/guardian
5. Date of entry into school
6. Name of school previously attended
7. Courses of study and marks received
8. Credits earned
9. Attendance
10. Date of withdrawal from school
11. Other information, including, but not limited to testing, discipline records, behavior records, social security number, and IEP's

TRANSFER OF EDUCATIONAL RECORDS

The district shall transfer originals of all requested student education records, including any ESD records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten (10) calendar days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon laws.

Student report cards and records of diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

REQUEST FOR EDUCATIONAL RECORDS

The district shall, within ten (10) calendar days of a student seeking enrollment in services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's educational records.

ACCESS/RELEASE OF EDUCATIONAL RECORDS

By Oregon law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents/Guardians of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. If parents/guardians or eligible students want copies of the education records, the district may charge a copy fee.

PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS

Parents/Legal Guardians of a minor, or eligible student (if 18 or older), may request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Complainant shall make a request for a hearing in which the objections are specified in writing to the Superintendent.
2. The Superintendent shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
 - a. The Superintendent or his/her designee
 - b. A member chosen by the parent/guardian or eligible student
 - c. A disinterested, qualified third party, appointed by the Superintendent
4. The hearing shall be private. Persons other than the parent/guardian or eligible student, witnesses and counsel shall not be permitted.

The Superintendent or his/her designee shall preside over the panel. The panel may hear evidence from witnesses and the parents/guardians or eligible student to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education records. Such actions are to be made in writing to the parents/guardians or eligible student.

If, after such hearing is held as described above, the parents/guardians or eligible student are not satisfied with the recommended action, the parents/guardians may appeal to the Board where the action of the hearings panel will be reviewed.

Procedures for appeal beyond the Board follows the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with the

Federal Family Compliance Office, U.S. Department of Education, Washington D.C., 20202, regarding an alleged violation of the Family Education Rights and Privacy Act.

OREGON STATE TESTING ACHIEVEMENT	Meet Standard	Exceed Standard
Reading and Literature State Test (knowledge and skills)	Score of 236 out of 300	Score of 248 out of 300
Writing State Test <ul style="list-style-type: none"> • Composite Score • Minimum score in each required trait • Voice and Word Choice are scored on the state assessment but are not included in the performance standard. Work Samples <ul style="list-style-type: none"> • Minimum score in each required trait • Number of work samples meeting standards • Voice and Word Choice should be scored but are not included in the performance standard 	Score of 40 out of 60 ■ 3 4 3*	Score of 50 out of 60 4 5 3*
Speaking No State Test Work Samples <ul style="list-style-type: none"> • Minimum score in each required trait • Number of work samples meeting standards required 	4 3	5 3
Mathematics State Test (knowledge and skills) State Test (problem-solving) <ul style="list-style-type: none"> • Composite Score • Minimum score in each dimension Work Samples <ul style="list-style-type: none"> • Minimum score in each dimension • Number of work samples meeting standards required 	Score 236 out of 300 Score of 40 out of 58♦ 3 4 2*	Score 246 out of 300 Score of 50 out of 58 4 5 2*
Science State Test (knowledge and skills) Work Samples <ul style="list-style-type: none"> • Minimum score in required • Number of work samples meeting standards required 	Score of 240 out of 300 4 1	Score of 249 out of 300 5 1
<ul style="list-style-type: none"> ■ A score of 35 to 39 Conditionally Meets the standard on the test. The school district may declare that the writing standards have been met, on the condition that the student has met the standards on all required writing work samples. * A state writing or mathematics problem-solving test meeting the standards (a score of 40 or above) may be substituted for one work sample in the same content area, provided the test is in a mode (writing) or strand (mathematics) different from the remaining work sample(s). ♦ A score of 36 to 39 Conditionally Meets the standard on the test. The school district may declare that the mathematics standards have been met, on the condition that the student has met the standards on the state knowledge and skills test and all required work samples. 		

State Tests:

State tests are given each year during periods of time called “testing windows”. Within these windows, each school determines on which days it will administer state tests. During the school’s testing period, a student can take a state test for the first time or take any re-tests.

Work Samples:

Each student must complete at least one work sample in each area each year in grades 3-8. In high school students may work on work samples at times determined by the school. The number of opportunities will be determined by the teachers designated to score and record the work sample requirements.

STANDARD OREGON GRADUATION REQUIREMENTS

Preparing each student for successful transitions to his or her next steps

(Next steps: e.g. postsecondary education & training, workforce entry, apprenticeship, military)

Emphasizing:

- | | |
|--|---|
|  Personalized learning |  Planning for next steps after high school |
|  High academic expectations |  Learning beyond the classroom |
|  Relevant academic learning |  Connections to the adult world |

What are the student requirements for graduation? A student must:

1. Develop an education plan and build an education profile.

Students must identify personal, academic, and evolving career interests. Students develop, review and update their learning plan in preparation for post-high school next steps. Students build their education profile by documenting their progress and achievement.

2. Meet the performance standard for extended application through a collection of evidence.

Students must meet the extended application standard: Apply academic and career-related knowledge and skills in new and complex situations appropriate to the student's personal, academic, and/or career interests and post-high school goals.

3. Demonstrate career-related knowledge and skills.

Students must meet the career-related learning standards in personal management, problem solving, communication, teamwork, employment foundations, and career development.

4. Participate in career-related learning experiences as outlined in the education plan.

Students must connect classroom learning with real life experiences in the workplace, community, or school relevant to their personal, academic, and evolving career interests and post-high school goals.

School Support System

Schools are responsible for providing instructional opportunities aligned with each student's personal and evolving career interests. The following must be included when building capacity for an effective school support system:

- Comprehensive Guidance and Counseling (Pre K-12)
- Post-High School Connections
- Employer & Community Partnerships
- Career Learning Frameworks

HOW TO CALCULATE YOUR GPA (GRADE POINT AVERAGE)

Grade Point Averages (GPA) are often used to determine eligibility for college or university entrance, or for standing on the honor roll, athletic eligibility, and minimum graduation or PASS standards. To calculate your GPA, set up three columns. In the first, list your subjects. In the second column, after your subject, write your letter grade. In the third column, record your points as follows:

SUBJECT	GRADE	POINTS
Language Arts	B	3
Social Studies	A	4
Science	C	2
Math	C	2
Health	A	4
Physical Education	B	3
Computers	C	2
TOTAL POINTS		20
TOTAL NUMBER OF GRADES	7	

GRADE	POINTS
A	4
B	3
C	2
D	1
F	0

In the example above, the student would have a total of 20 points based on the grades and 7 graded classes. Take the total number of points and divide by the number of grades (graded classes). In this example it would be 20 divided by 7 or a 2.86 GPA. GPAs are usually only computed to the second decimal point or one hundredth. In the example above, the GPA is rounded up after the second decimal.

ARLINGTON SCHOOL DISTRICT K-12 DISCIPLINE MATRIX

Violation	1st Infraction	2nd Infraction	3rd Infraction
Failure to pursue course of study	Grades K-8: Wall Time/Detention Grade 9-12: Detention	Grade K-8: Detention Time. Parent Contact Grade 9-12: Parent/Teacher conference	Grades K-8: Short Term In/Out Suspension (1-3 days) Required re-entry conference Grades 9-12: In/Out of school suspension (1-10 days) Required re-entry conference
Unexcused Tardiness	Grades K-8: Wall Time/Detention Parent Notification *Fourth Time per semester Grades 9-12: One week lunch detention & Parent contact	Grades K-8: Referral sent to office Detention/Parent Notification *Fifth Time per semester Grades 9-12: Assigned Friday School & Parent contact	Grades K-8: Referral Sent to office Assigned Friday School/Parent Notification *Sixth Time per semester Grades 9-12: Short Term In/Out Suspension (1-10 days) Required re-entry conference
Disruptive Conduct Inappropriate Language Throwing Objects Inappropriate Display of Affection Failure to Comply Bus Misconduct, Forgery Dress Code Policy Infraction	Grades K-8: Wall Time/Detention Grades 9-12: Verbal warning by administration/detention	Grades K-8: Detention Time Parent Contact Grades 9-12: Detention Parent contact	Grades K-8: Short Term In/Out Suspension (1-3 days) Required re-entry conference Grades 9-12: In/Out of school suspension (1-10 days) Required re-entry conference
Inappropriate Materials	Grades K-8: Wall Time/Detention Parent Notification Grades 9-12: Short Term In/Out Suspension (1-10 days) required re-entry conference	Grades K-8: Short Term In/Out Suspension (1-3 days) required re-entry conference Grades 9-12: Long Term Suspension (11 days to end of semester) required re-entry conference	Grades K-8: Long Term Suspension (11 days to end of semester) required re-entry conference Grades 9-12: Possible Expulsion
Harassment: Sexual, Teasing, Bullying, Threatening, Intimidation Theft: Fighting: Harmful Physical Contact, Promoter, Observer	Grades K-8: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference Grades 9-12: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference	Grades K-8: Short Term In/Out Suspension (1-3 days) required re-entry conference Grades 9-12: Long Term Suspension (11 days to end of semester) re-entry conference	Grades K-8: Long Term Suspension (11 days to end of semester) required re-entry conference Grades 9-12: Possible Expulsion , Long Term Suspension, Police Notification

Assault (harm has occurred) * Police Notification on ALL	Grades K-8: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference Grades 9-12: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference	Grades K-8: Parent Contact Optional Short Term Suspension (4-6 days) Re-entry Conference Grades 9-12: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference	Grades K-8: Long Term Suspension (11 days to end of semester) required re-entry conference Grades 9-12: Possible Expulsion , Long Term Suspension, Police Notification
Assault/Threats Towards Staff * Police Notification on ALL	Grades K-8: Parent Contact Optional Short Term Suspension (1-3 days) Re-entry Conference Grades 9-12: Expulsion (Possible) Long Term Suspension	Grades K-8: Parent Contact Optional Short Term Suspension (4-6 days) Re-entry Conference Grades 9-12: Expulsion (Possible) Long Term Suspension	Grades K-8: Long Term Suspension (11 days to end of semester) required re-entry conference Grades 9-12: Expulsion (Possible) Long Term Suspension
Truancy	Grades K-8: Friday School	Grades K-8: Short Term In/Out	Grades K-8: Short Term In/Out Suspension

(Unexcused absence from all day or any portion of a day of school)	Parent Contact Grades 9-12: Friday School Parent Contact	Suspension (1-3 days) Parent Contact Grades 9-12: Short Term In/Out Suspension (1-3 days) Parent Contact	(4-6 days) Re-Entry Conference Required Grades 9-12: Short Term In/Out Suspension (4-6 days) Re-Entry Conference Required
Failure to Show for Friday School	Grades K-12: 2 Day Suspension	Grades K-12: 3 Day Suspension	Grades K-12: 4 Day Suspension
Failure to Show for Detention	Grades K-12: Time is Doubled	Grades K-12: Friday School	Grades K-12: 2 Day Suspension
Possession of Dangerous Objects or Weapons Perceived as Dangerous	Grades K-12: Short Term Suspension (1-10 days) Re-Entry Conference Required	Grades K-12: Long Term Suspension (11 days to end of semester) Re-Entry Conference	Grades K-12: Expulsion
* Police Notification on ALL		* Possible Expulsion on ALL	
Use/Sale of or Possession of Tobacco, Alcohol or Legal Drugs	Grades K-12: Short Term Suspension (1-10 days) Re-Entry Conference Required	Grades K-12: Long Term Suspension (11 days to end of semester) Re-Entry Conference	Grades K-12: Expulsion
* Police Notification on ALL		* Possible Expulsion on ALL	
Use, Sale, Distribution of Narcotics or Illegal Substances	Grades K-12: Expulsion & Police Notification		

Willful Destruction, Abuse of Personal or School Property	Grades K-8: Short Term In/Out Suspension (1-5 days) Re-Entry Conference Required. Restitution Grades 9-12: Short Term In/Out Suspension (1-10 days) Required Re-Entry Conference. Restitution	Grades K-8: Short Term In/Out Suspension (6-10 days) Re-Entry Conference Required. Restitution Grades 9-12: Long Term Suspension (11 days to end of semester) Re-Entry Conference Restitution	Grades K-8: Long Term Suspension (11 days to end of semester) required Re-Entry Conference. Restitution Grade 9-12: Expulsion. * Police Notification
Public Endangerment, Vandalism Bomb Threats, False Fire Alarms	Grades K-12: Short Term In/Out Suspension (1-10 days) Required Re-Entry Conference. Parent Notification. Police Notification for Bomb threats & Vandalism	Grades K-12: Long Term Suspension (11 days to end of semester) Re-Entry Conference Parent notification. Police Notification for Bomb threats & Vandalism	Grades K-12: Long Term Suspension * Police Notification * Expulsion Possible
Possession of Electronic Devices Phones, MP3 Players etc: In restricted places and/or times	Grades K-12: Confiscate parent must come pick up. Verbal warning	Grades K-12 Confiscate, parents must come pick up. Friday School	Grades K-12: Confiscate, parents must come pick up. Short Term In/Out Suspension (1-5 days)

Arlington School District Discipline Guidelines
Be Safe – Be Respectful – Be Responsible

There are six disciplinary levels of consequence as outlined below.

Level 1: Warning *and/or* Parent Contact *and/or* Confiscation of item

Level 2: Detention *and/or* Loss of Privilege *and/or* Parent Contact

Level 3: In-School Suspension *and/or* Restitution *and/or* Parent Conference

Level 4: Suspension for 1 – 4 school days and Parent Notification

Level 5: Suspension for 5 – 10 school days and Parent Notification

Level 6: Continuing Suspension and Expulsion Hearing and Parent Notification

- Consequences for a single disciplinary violation may increase based on the number of previous offenses *and/or* the severity of the offense.
- Assigned discipline may also include consequences from any lower level.
- Staff involved in discipline incident may make suggestions to the Behavior specialist (s) as to consequence, and may draw up resolution plan
- Violations may also result in athletic participation penalties as outlined in the Athletic Code of Conduct.

Property Offenses

Property Offenses may be subject to mandatory restitution at any Consequence Level.

Property Offenses may result in involvement with law enforcement.

Violation	Definition	Severity	Level
Automobile Misuse	Using any vehicle on school grounds or at a district sponsored activity in a reckless or unsafe manner. Creating a disruption through operation of an automobile. Parking in prohibited locations, next to painted yellow curbs, in handicapped parking zones, exceeding the ten (10) mile per hour school speed limit, and driving without a vehicle registration are all examples of improper vehicle use.	Minor/First Serious/Repeat	Level 1-4 Level 5-6 + Fine
Property Damage	Damage or destruction of school property or damage or destruction of private property on school premises or during a school activity.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
Theft	Theft of property belonging to students, school personnel, or the Arlington Community Charter School, or to be knowingly in possession or	Minor/First Serious/Repeat	Level 3-4

	control of stolen property.		Level 5-6
Vandalism Arson	Willful destruction of school property through vandalism/malicious mischief/theft or arson. Creating a hazard to the safety of other people on district property	Minor/First Serious/Repeat	Level 2-4 Level 5-6

Offenses Against Persons

Violation	Definition	Severity	Level
Assault	Aggressive behavior that causes physical injury to another. <i>Please note that the Gilliam County Sheriff will be called to assist in Assault cases.</i>	All	Level 5-6
Cyberbullying	Using electronic communication devices to convey a message that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational or working environment.	Minor/First Serious/Repeat	Level 3-4 Level 5-6
Hazing Harassment Intimidation Bullying Menacing	Any act that injures or degrades a student or staff member. This policy is in effect while students are on district property or on property within the jurisdiction of the district; while on district-owned and/or operated buses, vehicles, or chartered buses; and while attending or engaged in district sponsored activities.	Minor/First Serious/Repeat	Level 3-4 Level 5-6
Sexual Harassment	Behavior that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, offensive, or hostile	Minor/First Serious/Repeat	Level 1-4 Level 5-

	educational or working environment.		6
Violence	<p>Aggressive physical behavior directed toward another person. May include, but is not limited to:</p> <p>Hitting, punching, or slapping Kicking, tripping Shoving Attempting to injure Mutual combat</p> <p><i>Please note that the Gilliam County Sheriff may be called to assist in Violence cases.</i></p>	<p>Minor/First</p> <p>Serious/Repeat</p>	<p>Level 1-4</p> <p>Level 4-6</p>

Level 1: Warning *and/or* Parent Contact *and/or* Confiscation of item Notification

Level 2: Detention *and/or* Loss of Privilege *and/or* Parent Contact Notification

Level 3: In-School Suspension *and/or* Restitution *and/or* Parent Conference and Parent Notification

Level 4: Suspension for 1 – 4 school days and Parent

Level 5: Suspension for 5 – 10 school days and Parent

Level 6: Continuing Suspension and Expulsion Hearing and

Offenses Disrupting the Learning Environment

Violation	Definition	Severity	Level
<p>Alcohol Use/Possession</p> <p>Drug Use/Possession</p>	<p>Possession, use, sale or supply of any dangerous drug, drug paraphernalia, alcohol, tobacco or any imitation substance, on or near the district premises, at any school-related activity or in district-owned, rented, or leased vehicles is prohibited.</p> <p>A dangerous drug is any controlled substance as defined in ORS 475.005 (6), illegal drug, or other drug obtainable with or without a prescription that has been or may be used in a manner dangerous to the health of the user. May include, but is not limited to:</p> <p>Alcohol Illegal drugs Prescription or over-the-counter drugs Pipes/smoking devices/lighters</p> <p><i>Please note that the Gilliam County Sheriff may be called to assist in Alcohol or Drug cases.</i></p>	All	Level 5-6

Disorderly/Disruptive	<p>Any behavior that disrupts the classroom, school, or district-sponsored activity. May include, but is not limited to any disruption from the following conduct:</p> <p>Violation of classroom rules Violation of District Network Use Agreement (Internet) Profane/Vulgar words or actions Dress code violation Blatantly loud, disruptive, or offensive behavior Inappropriate displays of affection toward another student</p>	<p>Minor/First</p> <p>Serious/Repeat</p>	<p>Level 1-3</p> <p>Level 4-6</p>
Gang Related Behavior	<p>Any student found behaving in a manner that represents gang influence, affiliation, or behavior will be subject to disciplinary action within the guidelines of district policy.</p> <p>Gang is defined as a group of two or more that identifies itself through the use of a name, unique appearance, or language including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in a disruption of the educational process up to and including criminal activity.</p> <p>It is possible for students to be confronted on their gang related behavior at the same time they are facing consequences for other offenses at school (i.e. threats, harassment, violence, etc.)</p>	<p>Minor Behaviors</p> <p>Major Behaviors</p>	<p>Level 1-2</p> <p>Level 2-4</p>

Level 1: Warning *and/or* Parent Contact *and/or* Confiscation of item Notification

Level 2: Detention *and/or* Loss of Privilege *and/or* Parent Contact Notification

Level 3: In-School Suspension *and/or* Restitution *and/or* Parent Conference Parent Notification

Level 4: Suspension for 1 – 4 school days and Parent

Level 5: Suspension for 5 – 10 school days and Parent

Level 6: Continuing Suspension and Expulsion Hearing and

Violation	Definition	Severity	Level
Insubordination	<p>Behaviors that disobey, undermine, or defy the reasonable authority of a district employee or agent. Any behaviors that disrespect, demean, degrade, or malign district employee or agent. May include, but is not limited to:</p> <p>Cell phone or electronic device misuse Safety violation District transportation violation</p>	<p>Minor/First</p> <p>Serious/Repeat</p>	<p>Level 1-4</p> <p>Level 4-6</p>

	Trespassing Persistent failure to comply with a reasonable request		
Threats of Violence	<p>Student threats (verbal or physical) of harm to self or others, threatening behavior, including threats to severely damage school property. Threats will not be tolerated on district property or at activities under the jurisdiction of the district. May include, but is not limited to:</p> <p>Bomb threat Threat of violence Threatening prank</p> <p><i>Please note that the Gilliam County Sheriff may be called to assist in Threat cases.</i></p>	<p>Minor/First</p> <p>Serious/Repeat</p>	<p>Level 2-3</p> <p>Level 4-6</p>
Tobacco Use/Possession	<p>Possessing, distributing, or otherwise using tobacco products or look-alike products on campus or at district sponsored events.</p> <p><i>Please note that the Gilliam County Sheriff may be called to assist in Tobacco cases.</i></p>	<p>First</p> <p>Repeat</p>	<p>Level 3</p> <p>Level 4</p>
Unexcused Absence/Skip	<p>Unexcused absence from class. May include, but is not limited to:</p> <p>Unexcused absence Tardy-3 tardies equal 1 unexcused absence Leaving class or off campus without appropriate permission/excuse</p>	<p>Minor/First</p> <p>Serious/Repeat</p>	<p>Level 1-2</p> <p>Level 3 Attendance Agreement Truancy Referral</p>
Academic Misconduct	<p>Incidents may include, but not limited to:</p> <p>Cheating Misuse of Resources Forgery *Plagiarism (as defined by OAR 571-021-0105)</p> <p>Plagiarism" means using the ideas or writings of another as one's own. It includes, but is not limited to: (a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and (b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.</p>	<p>First</p> <p>Serious/Repeat</p> <p>*Other actions may include but are not limited to: removal from academic programs, disqualified for academic awards (Valedictorian / Salutatorian / Scholarships)</p>	<p>Level 2</p> <p>Level 3-4</p>
Weapons	<p>Possessing, concealing, or using 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 destruction, death or</p>	<p>All</p>	<p>Level 5-6</p>

	<p>serious physical injury. May include but is not limited to:</p> <p>Knife, firearm, or gun Explosives or components to readily construct a destructive device Bat, club, or stick Look-alike objects</p> <p><i>Please note that the Gilliam County Sheriff will be called to assist in Weapons cases.</i></p>		
--	--	--	--

Level 1: Warning *and/or* Parent Contact *and/or* Confiscation of item Notification

Level 2: Detention *and/or* Loss of Privilege *and/or* Parent Contact Notification

Level 3: In-School Suspension *and/or* Restitution *and/or* Parent Conference Parent Notification

Level 4: Suspension for 1 – 4 school days and Parent

Level 5: Suspension for 5 – 10 school days and Parent

Level 6: Continuing Suspension and Expulsion Hearing and