

# Pendleton High School

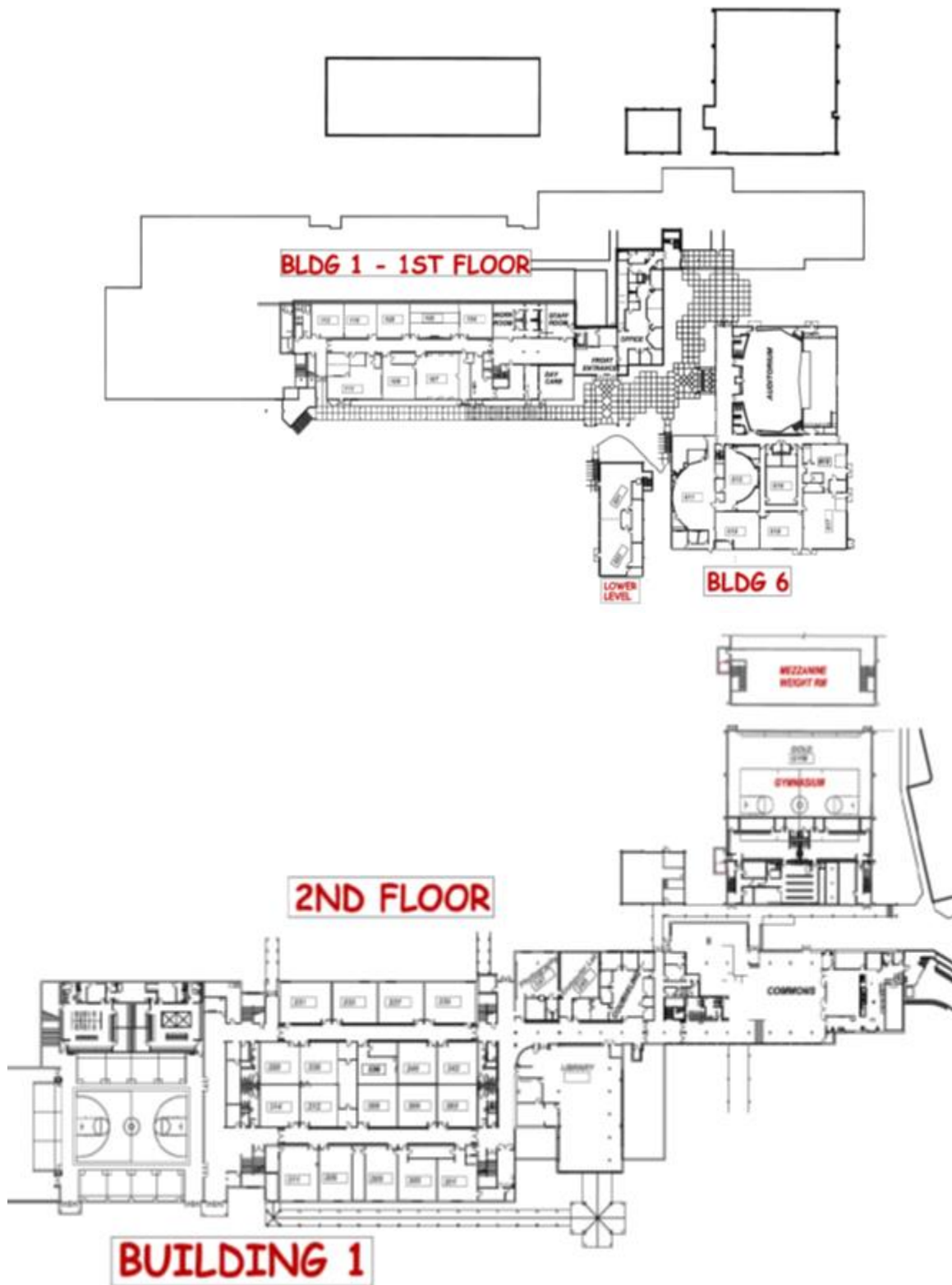
*Student Handbook 2023-2024*

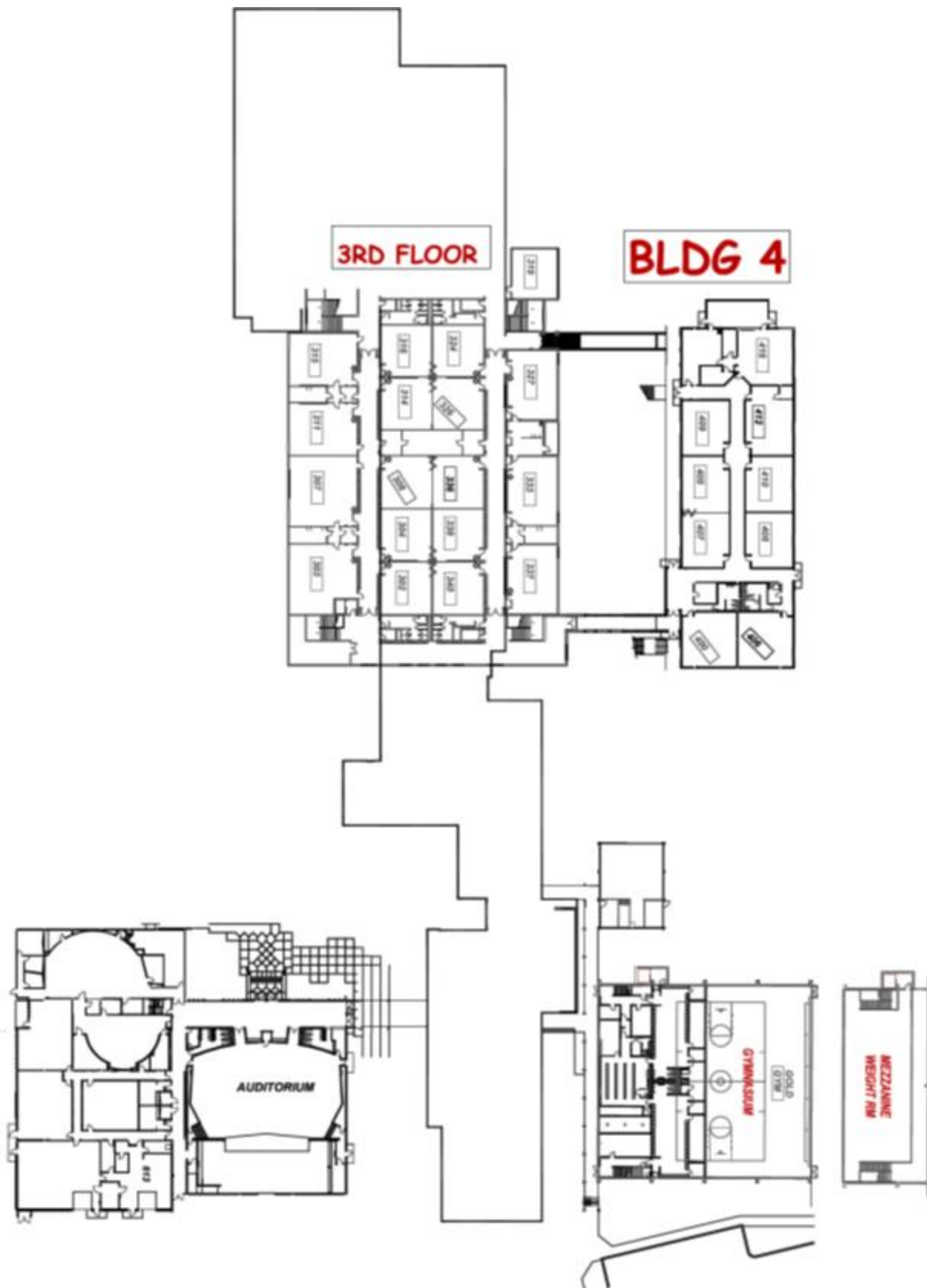
**Principal –Patrick Dutcher**  
**Assistant Principal – Curt Thompson**  
**Athletic Director/Assistant Principal – Mike Somnis**

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1800 NW Carden Avenue  
Pendleton, OR 97801  
**541-966-3800**  
541-966-3813 (FAX)





## **VISION STATEMENT**

Pendleton High School is a place where I belong, where I can succeed!

## **SCHOOL MISSION STATEMENT**

Pendleton High School, in connection with the community, provides a comprehensive education that prepares our students to be literate, career-oriented, and productive citizens ready for the challenges of the Twenty-First Century.

### **School Environment**

**Pendleton High School will provide a safe, respectful, and inviting educational environment through:**

- . Positive interaction between staff and students
- . Continuous technology updates
- . Academic rigor and relevance
- . Appropriate student to teacher ratio necessary to allow for quality instruction
- . Consistent policies of attendance and discipline in the belief that these are essential

### **Academic Performance**

**All Pendleton High School students will:**

- . Meet high academic standards through a coordinated K-12 curriculum
- . Help contribute to and maintain a safe and positive learning environment
- . Ensure and respect the rights of others
- . Develop a career plan and pathway to help transition to their next steps beyond high school

**All staff will:**

- . Offer a safe and positive learning environment
- . Interact positively and communicate appropriately with all students, parents and others
- . Offer a comprehensive, coordinated curriculum
- . Provide opportunities for extended application of learning beyond the classroom
- . Provide prompt feedback to students and parents
- . Make full and efficient use of instructional time

### **EQUAL OPPORTUNITY**

TITLE IX of the Education Amendment of 1972 states that . . . No person shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity. School District 16R complies fully with this requirement. Students who believe they have been discriminated against should contact the Athletic and Activities Director who is the person responsible for compliance with TITLE IX.

### **ALMA MATER**

In the hills of dear old Oregon  
Stands the school we love  
Shining forth in all her glory,  
Onward Pendleton High.  
Proud of thee, our Alma Mater,  
Proud of thee are we.  
Here's a toast to Pendleton High School  
Through eternity.

### **FIGHT SONG**

Fight, fight on to victory,  
Tho mighty the foe.  
We'll fight 'til the battle's over,  
On Buckaroos, let's go!  
Fight, we'll be behind you,  
Whatever the goal.  
Cheer Cheer  
For the warrior heroes  
Fighting for Green & Gold!

# Directory

Phone: 966-3800

Fax: 966-3813

School website: <http://hs.pendleton.k12.or.us/>

District website: <http://www.pendleton.k12.or.us/>

**PHS Facebook page:** <https://www.facebook.com/Pendleton-High-School-Oregon-157565847605144/>

Principal	Patrick Dutcher	966-3806
Assistant Principal	Curt Thompson	966-3807
Assistant Principal/ Ath Director	Mike Somnis	966-3805
Activities/Athletic Office	Micki Zander	966-3802
	Activities and Clubs	
	Athletics	
	Calendar of Events	
	Ticket Information	
Administrative Office	Kimi Carlson	966-3804
	General School Information	
	School Policy	
	School Closures	
Attendance Office	Brianna Voorhies	966-3801
	Absences/Tardies	
	Homework Due to Absence	
	Lockers	
Business Clerk	Marti McGraw	966-3803
	Student Fees	
	Parking Permits	
	Free & Reduced Lunch Program	
	P.E. Uniforms	
Cafeteria	Keith Larson	966-3858
	Lunch Tickets	
Counseling/Student Records	Renee Moore	966-3848
	Academic Concerns	
	Student Schedules	
	Transcripts	
School Based Health Center		966-3857 or 966-3432

## Pendleton High School Staff

### ADMINISTRATION

Patrick Dutcher - Principal  
Curt Thompson -Assistant Principal/CTE  
Mike Somnis - Ath. Director/Assi. Principal

### COUNSELORS

Karen Demianew  
Madeline Stuvland  
Ron Murphy

### SECRETARIES

Kimi Carlson  
Brianna Voorhies  
Micki Zander  
Marti McGraw  
Renee Moore

### ESL

Laetitia Schreier

### FINE ARTS

Emily Muller-Cary  
Andy Cary

### FOREIGN LANGUAGE

Jody Davis  
Kathryn Youngman

### HEALTH / PE

Erik Davis  
Josh Linehan  
Chelsie Speer  
Justin Speer

### LANGUAGE ARTS

Mike Bittorf  
Sarah Gaulke  
Makayla Jones  
Shannon O'Rourke-Hudson  
Evan Rummerfield  
Mary Thouvenel

### MATHEMATICS

Annette Bittorf  
Kim Jones  
Zoe Jones  
TJ Haguewood  
Mitch Morioka  
Eric Oja  
Zach Gaulke

### PROFESSIONAL-TECHNICAL

Marty Campbell  
Sonia Cooley  
Kaden Clark  
Kylee Hunt  
Abbey Prevot  
Bailey Sitts  
Nicole Stewart

### SCIENCE

Danielle Blanc  
Jess Cooper  
Stacy Hansen  
Eric Oja  
Andrew Sneed  
Amy Umbarger

### SOCIAL STUDIES

Stu Clem  
Brian Johnson  
Rick Kelm  
Chris Perkins  
Nicole Stewart

### SPECIAL EDUCATION

Jackie Brown  
Carissa Smith  
Kathryn Hall  
Coree Terjeson  
Sherry Hubbard

### ASPIRE

Jill Gregg

### Next Step Navigator

Mandy Oyama

### YOUTH TRANSITION SPECIALIST

Heidi Denning

### NATIVE AMERICAN STUDIES

Merle Kirk

### PARA-PROFESSIONALS

Teresa Bermel  
Nicole Bowden  
Yvonne Chapman  
Karleen Hansen  
Kyle Humphreys  
Teri McCoy  
Brenda Smith  
Jami Niord  
Peggy Ruiz  
Loretta Mackey  
Jan Peterson-Terjeson  
Aliasha Walker

### CUSTODIANS

Shaun Wegner  
Falisha Smith  
Elsa Gielisch  
Andrew Hoover  
Danielle Taylor

### MAINTENANCE

James McDonough

### HAWTHORNE HIGH SCHOOL

Wes Armstrong  
Mike Bittorf  
Annette Bittorf  
Chris Perkins  
Tim Foster - Program Coordinator

## CLASS/BELL SCHEDULE

- Mondays in the 2022-2023 school years will start one hour later to provide teachers with dedicated time for school improvement centered around state and District initiatives and time to discuss instructional practices.

### Monday Schedule- No Academic Advisory

Periods 1-8	
Period 0	7:45-8:30
Period 1	9:35-10:21
Period 2	10:26-11:10
Period 3	11:15-11:56
Period 4	12:01-12:42
Lunch	12:47-1:17
Period 5	1:22-2:03
Period 7	2:08-2:49
Period 8	2:54-3:35

### Tuesday through Friday Schedule

Periods 1-8	
Period 0	7:45-8:30
Period 1	8:35-9:25
Period 2	9:30-10:15
Period 3	10:20-11:05
Period 4	11:10-11:55
Lunch	12:00-12:30
Period 5	12:35-1:20
Academic Advisory	1:25-1:55
Period 7	2:00-2:45
Period 8	2:50-3:35

- Class length: Monday class length is 41 minutes, Tuesday through Friday is 45 minutes.

- Passing time between each period is 5 minutes. A tardy 20 min. or more is considered an absence. The lunch period is 30 minutes.
- Tuesday through Thursday Academic Advisory is a travel day for requested students. All students will initially report to their Academic Advisory class. After attendance has been taken, those students who have been requested through Gears will travel to the teacher/class they were requested by. Traveling students will remain in that class until the end of Academic Advisory. No students are allowed out of class unless they are requested through the Gears program.
- Students stay in Academic Advisory, unless they are traveling to another class.
- Wednesday Academic Advisory is designated for assemblies, club meetings, PBIS activities, etc.
- Academic Advisory is a required class that is designed to maximize student growth and achievement.

Leaving for lunch at Pendleton High School is a privilege not a right. Any student who is not in good academic standing or who has attendance and/or behavior issues may lose their privilege to leave campus during lunch.

## **ENROLLMENT, REGISTRATION, AND WITHDRAWAL**

### **YOU ARE ELIGIBLE TO ENROLL AT PENDLETON HIGH SCHOOL IF:**

1. You live inside the boundaries of the Pendleton School District.
2. You live outside the boundaries of the Pendleton School District provided your parents or legal guardians pay tuition based on the previous year's per capita cost. Or, granted an Inter-District Transfer approved by the Superintendent. This process is done at the PSD District Office.
3. Circumstances other than 1 or 2 above must be arranged through the Superintendent's Office.

**FEES - Fees are to be paid at the time of registration. Fees for specific classes must be paid within two weeks of the start of the semester, or the student will be removed from the class. For seniors, fees must be paid in full before an official FINAL transcript is sent to colleges or the Armed Services.**

#### **Fees:**

1. \$25.00 – Associated Student Body (ASB) membership card which includes: admittance to all athletic contests and discounted tickets for dances.

#### **Other Fees if Applicable:**

2. \$17.00 - PE Shirt and lock fee for students enrolled in physical education, Wellness, or T & C; (12.00 PE shirt, 5.00 lock)
  3. \$25.00 - Metals (semester fee for project supplies beyond the normal curriculum)
  4. \$15.00 - Digital Design (semester fee for individual paper and processing chemicals)
  5. \$15.00 - Art (semester fee for project supplies)
  6. \$15.00 – STEM (Robotics, Intro to Engineering, Aerospace Engineering, Digital Design)
  9. \$20.00 - Hospitality and Tourism (Foods)
  10. \$10.00 - Parking permit
  11. \$42.00-\$273.00 per year - Student Insurance - School time and full time student insurance payable to Myers-Stevens & Toohey & Co. is available for approximately \$42.00 to \$273.00 per year depending on option, payable at the time of registration, or enroll online at [www.myers-stevens.com](http://www.myers-stevens.com)
- Participation in the insurance program is strictly voluntary, but the administration encourages you to participate in some manner if you have no other coverage as the district does not carry insurance for accidents. This insurance plan is designed to assist in payment of medical expenses due to accidental bodily injuries sustained while participating in school supervised, school-sponsored activities. This plan is not intended to provide 100% coverage.
12. \$55.00 Yearbook - If purchased before April 1st.
  13. \$90.00 - Pay for Play Athletics- per sport, \$270.00 per family cap (Including dance team and cheerleading) - Must be paid before receiving clearance to participate.
  14. Graduation Cap and Gown – Each year graduates are required to pay for their cap and gown for Graduation. Graduates are also able to purchase other graduation items from Jostens (announcements, thank you notes, etc.) at their own discretion.



15. End of the Year Fees – Students may be fined for damaged or lost textbooks, parking tickets, or other school property that has been lost or damaged by the student. These fees must be paid before final student check out is complete and before final grades are mailed.

### IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic and must be presented to the counseling center upon enrollment at PHS.

### STUDENT RECORDS

1. The Pendleton School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and will disclose this information without prior written consent.

- A. The student's name
- B. The names of the student's parents
- C. The student's address
- D. The student's date of birth
- E. The student's class designation (grades 9-12)
- F. The student's extracurricular participation
- G. The student's achievement awards or honors
- H. The student's weight and height, if a member of an athletic team
- I. The student's photograph
- J. The school or school district the student attended before he/she enrolled in the Pendleton School District.

### 2. Notification of Rights

As a parent or a student over 18 years of age, or if you are attending a post-secondary education institution, you have the right to inspect your educational records. You have the right for a hearing should you choose to challenge the contents of such records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation of the parents respecting the content of such records. Your request to inspect the records shall be complied with two (2) days from your request, but in no case more than 45 days from your request. The same time limits apply for a request for a hearing to challenge the content of such records.

The parents or eligible students will advise the school district in writing (a letter to the school or superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.STUDENT RECORDS (continued)

Each student's records will be appropriately marked by the record's secretary to indicate the items the district will designate as directory information about that

student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

### 3. Withdrawal of Student

This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the student's enrolling in said institution. Prior to the withdrawal of your child from our District, you have a right to see your student's records and a hearing to challenge the content of the record. Your request for a hearing must allow two (2) days between the request and the hearing. You may receive a copy of the record to be transferred if you desire. Any hearing must be held prior to the actual withdrawal of your child.

### TRANSFER/WITHDRAWAL

In the event a student finds it necessary to withdraw or transfer from this school during the year, the following procedure will be followed:

1. A Withdrawal/Clearance form will be issued to the student by the counseling office. Check out will be made with each of the student's teachers and the librarian. All school property must be returned.

**2. Financial accounts must be cleared in the office.**

**ACADEMICS**

**ALTERNATIVE EDUCATION PROGRAMS**

PHS is dedicated to keeping all students enrolled in the regular educational program of the district. It is recognized, however, that there will be students in the district who may benefit educationally in an alternative program.

The Board authorizes the following one (1) or more activities as accountable alternatives approved by the district:

1. Tutorial instruction
2. Small/large group instruction
3. Personal growth and development instruction
4. Counseling and guidance
5. Computer assisted instruction
6. Vocational training
7. Supervised work experience
8. Outside accredited educational institutions
9. Supervised independent study
10. Project-Based Learning (Hawthorne High School)

Programs implemented by the district are to maintain flexibility with regard to environment, time, structure and teaching style. Alternative programs must meet all requirements set forth in OAR-581-21-045.

The district will provide financial support in accordance with ORS 339.253 except when the student is withdrawn under ORS 339.250(7). This does not include transportation. If a student is not successful in the alternative program, there is no obligation to propose or fund a second alternative. If a student, 16 years or older, voluntarily withdraws from school, the district must provide documentation of notice of available alternative programs; however, the district has no obligation to pay for such programs.

The superintendent will develop notification procedures as required by ORS 339.250(6). General notification of the alternative education law shall be contained in the student/parent (guardian) handbook available each year.

The district may grant units of credit for work satisfactorily completed in an alternative education program provided for in OAR 581-22-317.

Pendleton High School offers the following alternative education programs:

**1. Credit retrieval** The Learning Lab is set up for students who need to retrieve up to three credits and want to remain at Pendleton High School. Not all regularly scheduled classes are offered for credit retrieval in the Learning Lab.

**2. Hawthorne High School** This is an alternative program leading to a High School Diploma or GED. Students who attend Hawthorne are enrolled with Pendleton School District and may take courses at PHS with counselor approval. To enroll, students should make contact with Pendleton High School counseling office at 966-3848 to obtain an application packet.

**3. Pendleton Virtual Learning Academy** The Pendleton Virtual Learning Academy (PVLA) is a comprehensive full-time online K-12 school experience outside the traditional classroom. PVLA partners with IMESD and is taught by local licensed certified teachers. PVLA offers the flexibility for students to access their online classes at any time during the day. Any PSD student may enroll in the program and still participate in athletics and extracurricular activities. Students in PVLA may also attend certain PHS elective courses and dual credit courses with counselor approval.

**ACADEMIC INTEGRITY**

Academic integrity means doing school honestly. Cheating is gaining an advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what is not. Teachers should clearly communicate their expectations to students and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements.

**Level I Violation includes, but is not limited to:**

- Looking at, or allowing someone else to look at your own or another's paper during an assessment (exam, test or quiz)
- Using unauthorized 'cheat' notes, including notes on a cell phone, desk or person
- Talking or communicating with another student during an assessment (exam, test or quiz)
- Copying or closely paraphrasing sentences, phrases or passages from an un-cited source for a paper or for research
- Submitting translations from internet translation programs
- Giving or receiving assessment information to or from students in other periods of the same teacher or same course

*NOTE: Individual teachers often have differing expectations for homework (for instance, sometimes students are encouraged to work together while other times students are expected to work individually). Therefore, it is the responsibility of the teacher to clarify their expectations to students and the responsibility of the students to seek clarification if needed.*

**Level II Violation includes, but is not limited to:**

- Submitting papers taken from the internet, other publications or other students
- Submitting individual projects and papers that are not wholly your own work
- Submitting a computer program or digital project developed by someone else

**Level III Violation includes, but is not limited to:**

- Stealing examinations, projects or assignments
- Distributing unauthorized papers or projects to other students
- Receiving payment or paying for unauthorized papers or projects
- Altering grades on a computer database, grade book or returned work

*NOTE: Where appropriate, Level III violations will also be referred to law enforcement. Any combination totaling three, either in the number of offenses or in the level of offenses, results in the maximum level consideration*

**1<sup>st</sup> Offense at Level I**

Student receives a zero for that attempt. Students will be required to make up the work or complete the assessment with one opportunity to receive credit.

- Teacher notifies parent
- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and determines appropriate consequence(s) which may include:
  - Conference with Administrator and/or Counselor
  - Signing of an Academic Integrity Contract
  - Lunch Detention
  - Suspension

**2<sup>nd</sup> Offense at Level I; or, 1<sup>st</sup> Offense at Level II**

- Student receives zero for the assignment; no make-up work is allowed for the assignment
- Teacher notifies parent
- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and determines appropriate consequence(s) which may include:
  - Meeting with parent, student, administrator and teacher
  - Signing of an Academic Integrity Contract
  - Lunch Detention
  - Suspension
  - Loss of school privileges (athletics, activities, internet, computer access)

**3<sup>rd</sup> Offense at Level I; or, a combination of a Level I and Level II Offenses; or, 1<sup>st</sup> Offense at Level III**

- Student receives zero for the assignment; no make-up work is allowed for the assignment
- Teacher notifies parent

- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and suspends the student for a minimum of three days. Before re-entry, a meeting is held with the parent, student and administrator
- If not done so previously, an Academic Integrity Contract is signed
- Additional consequences, as determined by the building principal may include:
  - Loss of school privileges (athletics, activities, internet and computer access)
  - Student becomes ineligible to participate in awards and ceremonies, including graduation
  - Suspension and cause are reported to colleges in the students' record
  - Removal from the course
  - Receiving a "fail" grade for the course

### **CREDIT POLICY**

Credits are awarded for each semester (18 weeks) grading period. Students will be awarded 0.5 credit for each class completed during the semester. No credit is awarded when students receive an F, or No Pass.

Credit for course work taken outside of PHS (i.e., college classes, correspondence classes, and independent/work study) requires prior approval of a counselor and principal.

Students who successfully complete the PSD GED program may apply up to 9.0 credits toward graduation requirements.

### **EARLY AND DELAYED GRADUATION REQUIREMENTS**

Early graduation means the completion of all requirements for graduation in less than 12 years. Delayed graduation means the completion of all requirements for graduation in more than 12 years. Rationale: Increasingly diverse learning opportunities for high school students now make it possible for some students to complete graduation requirements in less than 12 years. Conversely, more than 12 years of school experience may be equally desirable for some students.

### **IMPLEMENTATION**

Early graduation may be allowed if the following provisions are met:

1. There is a demonstrated educational or vocational purpose to be achieved by early exit, or the student is over age of compulsory education.
2. Requests are made in adequate time to permit the meeting of all regular requirements, usually one year.
3. The parents, student, school, and other agency (college or employer) agree on the plans.
4. Must have a grade point average of 2.0 or better.

Delayed graduation may be allowed for the following reasons:

1. The desire to further develop in breadth and depth within the school's curriculum.
2. The student has not met the minimum requirements as prescribed by the local board.
3. The parents and school have agreed to a temporary interruption of the continuity of the schooling process (such as travel, illness, employment).
4. Students delaying graduation shall remain in cohort year until meeting graduation requirements.

### **GRADE POLICY**

Pendleton High School has adopted a school-wide grading policy. Teachers shall reflect student progress or achievement by using grades A, B, C, D, F, Pass/No Pass, G/NG, or Incomplete.

**Each category makes up a different percentage of the final grade, following these guidelines:**

Tier	Class level	Practice	Assessments
5	College	10%	90%
4	Seniors	20%	80%
3	Juniors	25%	75%
2	Sophomores	30%	70%
1	Freshmen	35%	65%
0	Below grade	40%	60%

The following guidelines will apply when assigning Tier levels to different classes:

- ❖ Classes offered by grade level (English), or classes predominately made up of a certain grade level (Health 2) will follow the Class levels on the chart from above.
- ❖ Departments with classes that have a wide variety of students from different grade levels (Art, PE) in their classes will assign those classes with a Tier number.
- ❖ Honors classes move up one Tier

Teachers will use the following guidelines when determining grades:

- ❖ Teachers will offer a minimum of 16 Practice-type assignments per semester
- ❖ Teachers will offer a minimum of 3 summative-type assessments per semester
- ❖ For each summative assessment, Teachers will offer one retest opportunity
  - § **Dual Credit classes might not have a retest opportunity, please check with the instructor**
  - § Students must request a retest, Teachers will assign the time for the retest, and the retest must be completed within 10 school days of the original test. Teachers have the choice on whether to offer a retest for semester finals.
- ❖ Grades will not be given for attendance, attitude or behavior
- ❖ No extra credit will be awarded to students
- ❖ Zeroes will only be given for work that is missing.
- ❖ Late assignments worth 5% of total grade will be accepted for full credit during the current grading period.

The student's parent, teacher, counselor, and an administrator must approve a Pass/No Pass grading procedure for all classes other than Teacher Assistants (TA).

#### Teacher Assistant (TA) – Grading Policy

- ❖ Elective credit is awarded on a PASS/FAIL basis
- ❖ Students are limited to one TA per semester
- ❖ It is the expectation that all TA's conduct themselves in a mature and appropriate manner at all times!
- ❖ TA's are not permitted to leave campus unless they are directly supervised by school staff or have received prior approval by the administration.
- ❖ TA's must report to their assigned teacher at the beginning of class or they will be counted absent.
- ❖ TA's with (9) or more unexcused absences will receive an "F" for their semester grade and their time cannot be made up! Absences due to long term illness or school sanctioned activities will not be counted in total.
- ❖ Students who do not meet expectations for a TA assignment will not be placed in another TA assignment.

#### Incompletes

An Incomplete grade may be awarded when a student intends to complete the course but has not met the course requirements by the time grades are due. Credits and grades may be awarded upon completion of course requirements with instructor approval. **An Incomplete not made up within two-weeks of the issuance of the grade may become a F.** Exceptions to this makeup policy require administrative approval.

#### Withdrawal Grades

Withdrawal from any course must be done within five full school days of the course. After five days any changes must be teacher or administrator initiated. Students dropping courses after five days will receive an "F" grade. Teacher initiated drops will be graded "NP" or "F" at the teacher's discretion. If the teacher makes the decision to award an "NP" after five days, it must have administrative approval.

**GRADING SYSTEM** - The grading system for grades Ten through Twelve is as follows:

<u>GRADE</u>	<u>CREDIT GRANTED</u>	<u>POINTS(Non-Weighted)</u>	<u>POINTS(Weighted)</u>
A = Superior	Yes	4	5
B = Above Average	Yes	3	4
C = Average	Yes	2	3
D = Below Average	Yes	1	2
F = Failing	No	0	0
P = Passing	Yes	0	0
NP = No Pass	No	0	0
I = Incomplete	No	0	0

\*Class of 2026 will no longer be offered weighted credit grades.

A high school grade point average (GPA) is based on semester grades earned in grades nine through twelve. It is computed at the end of each semester. Only A, B, C, D, and F grades are included in determining the GPA. To figure the GPA, add the number of points earned based on semester grades and divide the total points by the total number of grades, including F's

Class rank is determined by the GPA and is one of the criteria used in college admission, scholarships, honor society, and graduation honor selection. Final class rank for Highest Honors and Honors is based on the seven (7) semester GPA for grade nine through the first semester of grade twelve.

The honor roll is determined by unweighted GPA. To qualify you must have a GPA of 3.50 or above, be enrolled in at least five (5) courses, four (4) of which give letter grades, and have no incompletes. The honor roll is announced each semester.

**GRADUATION EXERCISES** - The Pendleton School District 16R Board of Directors believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated graduation.

Accordingly, appropriate graduation programs may be planned by Pendleton High School staff on the date selected by the Board.

All students who have successfully completed the requirements for a senior high diploma, who have all fines and fees paid, and are in good standing, may participate in graduation exercises.

Graduating students will be allowed to wear items of **cultural significance**, in accordance with HB2052.

Walking during the graduation ceremony is a privilege, not a right. This privilege can be revoked for disciplinary purposes.

**COUNSELING PROGRAM**

Seniors – Mr. Ron Murphy

Juniors – Mrs. Karen Demianew

Sophomores – Mrs. Madeline Stuvland

Freshmen – Mrs. Demianew- A-G, Mr. Murphy- H-O, Mrs. Stuvland- P-Z

**GRADUATION REQUIREMENTS  
For an Oregon High School Diploma**

Subject Area	Class of 2023-2026
English	4

Social Studies	3
Math	3
Science	3
PE	1
Health	1
Success 101	.5
Success 201/Careers	.5
Fine Arts, Applied Arts, Career and Technical Education, or Foreign Language	3
Electives	5
TOTAL CREDITS	24
Plan and Profile	Yes
CRLE	16 hours (completed in Success 201)
Essential Skills	Reading, Writing, and Math

**Essential Skills – Suspended for Class of ‘23, & ‘24 (ODE)**

Proficiency required in:	Assessment Options	Achievement Standards
Reading: Read and comprehend a variety of text	SMARTER balanced Assessment ~or~ Local assessments (work samples)	2515
Writing: Write clearly and accurately	SMARTER balanced Assessment ~or~ 2 Writing Work Samples (one each expository, persuasive & narrative)	2583  Score: 4 on each of four required traits for each work sample*
Mathematics: Apply mathematics in a variety of settings	SMARTER balanced Assessment ~or~ 2 Mathematics Work Samples (one each for two of the following: geometry, algebraic relationships, statistics/probability)	2543  Score: 4 on each of the four strands plus accuracy*  *using official state scoring guide

**\*Specifics of the Local Assessment option are available on the district and high school web sites**

- ❖ Types of Diplomas or certificates available to students other than the [Oregon High School Diploma](#) : (please contact your school counselor for more information about graduation requirements)
- ❖ **Modified Diploma** - Passage of HB 2848 requires districts to offer a Modified Diploma “to those students who have demonstrated the inability to meet the full set of academic content standards even with reasonable modifications and accommodations.”
- ❖ **Extended Diploma**: For students who have demonstrated the inability to meet the full set of academic content standards even with reasonable modifications and accommodations. Students must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or have a documented history of a medical condition that creates a barrier to achievement, and participate in an alternate assessment or have a serious illness or injury that changes the student’s ability to participate in grade level activities.
- ❖ **Alternative Certificate**: This certificate is for a student who does not satisfy the requirements for a high school diploma, a modified diploma or an extended diploma. In accordance with HB 2848 a school district shall award an alternative certificate to a student who does not satisfy the requirements for a diploma if the student meets criteria established by the board of the school district.
- ❖ **GED** (General Education Development): This option is for students who are so far behind in high school credits that he/she would be unable to achieve a high school diploma. Students remain enrolled while they study for and take GED Subtests. Because they remain in school, students continue toward achieving the academic credits and Essential skills required for graduation.

## ORGANIZATIONS AND CLUBS

Pendleton High School offers many opportunities for student participation in extracurricular organizations and clubs. Leadership and school and community service are stressed in many of the activities sponsored by the various groups. Membership in most organizations is based on the student's interest and willingness to become involved. Membership in a few organizations is by invitation only and is in recognition of the student's past accomplishments. Student clubs and performing groups may establish rules of conduct – and consequences for misconduct – 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 consequences specified by the organization.

<u>ASB and Class Officers</u>	<u>2022-2023</u>
ASB President	Owen Golter
ASB Vice President	Trey Boston
ASB Secretary	Adrienne Demianew
ASB Treasurer	Katelyn Demianew
ASB Publicist	Peyton Michael

Link Crew Student Directors: Sara Airoidi, Katelyn Demianew, Ellie Monkman, Grace Pitner, Madeline Schumacher

### Class Officers

#### Senior Class Officers

Senior Class President	Miranda Medrano
Senior Class Vice President	Jace Otteson
Senior Class Treasurer	Grace Pitner
Senior Class Secretary	Ashtyn Larsen

#### Junior Class Officers

Junior Class President	Sammie Stills
Junior Class Vice President	Josie Jenness
Junior Class Treasurer	Tyler Hall
Junior Class Secretary	Sara Airoidi

#### Sophomore Class Officers

Sophomore Class President	Avery Brown
Sophomore Class Vice President	Owen Mclouth
Sophomore Class Treasurer	Archer Krigbaum
Sophomore Class Secretary	Kreg Krol

#### Freshman Class Officers

Freshman Class President	Emery Kordatzky
Freshman Class Vice President	Hannah Morioka
Freshman Class Treasurer	Claire Welch
Freshman Class Secretary	MaKayla Keppinger

### ART CLUB-TBD

**ASTRA Club of Pendleton** is a service club for all PHS students, run by students. ASTRA members have monthly opportunities to make an impact through service in our community and around the world while developing leadership, communication, project planning and organizational skills. The ASTRA Club is sponsored and supported by the local Altrusa club. ASTRA meets the first Monday of each month. (Advisor: Debbie McBee)

**BIONIC** (Believe It Or Not I Care ) A club for students (elementary through college) to reach out to others facing challenging times. [www.bionicteam.org](http://www.bionicteam.org) (Advisor: Brianna Voorhies and Stacey Hansen)

**COMMUNICARE** is a program of the Harold & Arlene Schnitzer CARE Foundation and has a chapter at Pendleton High School. Through this club, students are challenged to create change through philanthropic giving. Students spend all year learning about the needs of our community and develop leadership skills through grant making by forming a "mini-foundation." (Advisor: Jill Gregg)

**FCCLA** Family, Career and Community Leaders of America (FCCLA) is a national Career and Technical Student Organization (CTSO) for young men and women in Family and Consumer Sciences. Involvement in FCCLA offers members the opportunity to



expand their leadership potential and develop skills for life—planning, goal setting, problem solving, decision making, and interpersonal communication—necessary in the home and workplace. (Advisor: Kaden Clark)

**FFA-** The National FFA Organization is the largest youth organization in the world, boasting over 425,000 members. Traditionally known for farm training, FFA has evolved into a more leadership and natural resource role whose purpose is to develop student potential for premier leadership, personal growth, and career success through agricultural education. Many FFA activities still include traditional livestock shows, crops and machinery. Students are also able to have their own projects at FFA's 15-acre land lab. The classroom is designed for hands-on learning with many opportunities for horticulture, wildlife, forestry, tractor driving certification and field trips. (Advisors: Marty Campbell & Kylee Hunt)

**FOREIGN LANGUAGE CLUB** is organized for students with an interest in foreign languages. It is a social organization which provides interaction between foreign exchange students and regular Pendleton High School students outside of class. It also provides an excellent opportunity for students to learn about the culture of foreign countries through presentations by foreign exchange students and serves as a source of information about exchange programs. (Advisor: Kathryn Youngman)

**HIGH SCHOOL RODEO** Intermountain High School Rodeo Club involves schools from Umatilla County. There are Fall and Spring rodeos involving competition against other schools in Oregon. A State Finals is held, with the chance for students to compete at Silver State, and/or National High School Rodeo Finals (Karen Smith).

**NATIONAL HONOR SOCIETY** gives recognition to those students whose academic achievements, leadership qualities, service to school and community, and standards of ethical conduct meet the criteria for selection. (Advisor: Danielle Blanc)

**PEP BAND/MARCHING BAND** are special band groups. Students must be members of the Concert Band and try out for the special band or flag team. (Advisor: Andy Cary)

**ROBOTICS FTC** FIRST Robotics Competitions are the ultimate Sport for the Mind. Student participants call it "the hardest fun you'll ever have." Under strict rules, limited time and resources, teams of students are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program industrial-size robots to play a difficult field game against like-minded competitors. It's as close to real-world engineering as a student can get. Volunteer professional mentors lend their time and talents to guide each team. Each season ends with an exciting FIRST Championship. (Advisor: Bailey Sitts & Kirk Case)

**SCHOOL GAY STRAIGHT ALLIANCE (LGBTQIA+)** The Pendleton High School Gay-Straight Alliance is a student-led group that works to promote equality for all members of our school, regardless of religion, race, social groups or sexual orientation, real or perceived. We respect all of our group members and we welcome anybody with an open mind, who is ready to accept others and their opinions. GSA members value diversity, acceptance, respect and equality for all members of our school, and encourage members to have pride in who they are, no matter what their identity or sexual orientation, perceived or real. (Advisor: Mary Thouvene, Brianna Voorhies)

**TECHNOLOGY STUDENT ASSOCIATION (TSA)** is a nationwide organization aimed at preparing students for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving. Students compete regionally and State wide in a variety of multi-media and technology-related events, selected individually based on students' personal interest. (Advisor: Bailey Sitts & Abbey Prevot)

- ❖ Students interested in starting a new club are required to obtain administrator approval (Mike Somnis) and complete an application process prior to organizing.

## **GENERAL INFORMATION AND GUIDELINES**

**CAFETERIA SERVICE** - Breakfast is served in the cafeteria before school (ending five minutes prior to the first bell), and a variety of choices are available for lunch. Students are permitted to eat in the commons area and outside tables only. Payment for meals is made in the cafeteria.

**CELL PHONES / ELECTRONICS-** In order to limit class disruptions, cell phones/personal electronics must be turned off and remain out of sight during instructional time. Instructional time is defined as any time that class is in session during the school day, officially noted by the audible bell tones. Students are permitted to use devices on school property before and after school, during passing times, and designated lunch times. Any student who needs to use a phone during instructional time may use a school phone with permission.

- ❖ Cell phones/electronics shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation, or school rules.
- ❖ Unless as authorized in advance by the instructor.
- ❖ Students referred to the administration for disciplinary reasons may not use cell phones/personal electronics while in the office.
- ❖ Students reporting to the main office for disciplinary reasons may not retain possession of a cell phone.

Students who violate this policy by using their devices during instructional time are subject to the following:

- 1<sup>st</sup> offense: the device will be confiscated and must be claimed in the office after school
- 2<sup>nd</sup> offense: the device will be confiscated and must be claimed in the office by parent
- 3<sup>rd</sup> or more offenses: the device will be confiscated and must be claimed in the office by parent, possible

detention, and suspension

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any student taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

The use of cell phones/electronics in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited.

Phones/electronics must not be displayed in plain view during prohibited times of use.

PHS and Pendleton School District shall not be responsible for loss, theft or damage to personal communication devices or other personal electronic devices brought to district property or school-sponsored events.

The use of any media devices (music players) are not permitted in the classroom without prior teacher consent.

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

**Note: Students who refuse to comply with any staff request to relinquish any cell phone/electronic device may be subject to suspension.**

**CONDUCT AT GAMES AND ACTIVITIES** - Attendance at athletic games and other activities is a privilege. The fact that you are a member of the Pendleton High School Student Body makes you a representative of the school. People and students of this and other communities will judge your school by your actions. This is particularly true on the athletic field and in the cheering section. Therefore, it is essential that you conduct yourself in a sportsmanlike and courteous manner.

#### **SCHOOL DANCES RULES AND CONDUCT**

Dances are a major activity in the social life of the school and should be a safe and fun experience for all who attend. To maintain the fun and safety of the school's dances, students are required to observe the following rules:

Only students who meet the school's behavioral and attendance expectations will earn the privilege of attending school dances. A student's eligibility to attend a dance will be based on their behavior and attendance between dances. Behaviors which result in any in-school or out of school suspension will prohibit attendance from school dances for that event period. Students with chronic unexcused absences may also be excluded from school dances or activities.

The Round-Up grounds are an extension of the high school campus during activities and athletic events. At games, dances and other school activities school rules apply! Students who leave a dance may not re-enter. Remember that all high school activities are tobacco, drug, and/or alcohol free. **SMOKING/VAPING OR CONSUMING OF ALCOHOLIC BEVERAGES IS NOT PERMITTED DURING HIGH SCHOOL ATHLETIC EVENTS!**

**DRESS CODE** – The District prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school;
2. Materially interferes with school work, creates disorder, or disrupts the educational program;
3. Causes excessive wear or damage to school property;
4. Prevents the student from achieving his/her educational objectives.

The following **are not** acceptable dress:

1. Low cut shirts, shorts, and pants that expose undergarments or excessive skin.
2. Bandanas representative of gang affiliation. Any type of headwear may be prohibited if it is deemed to disrupt the educational atmosphere at school.
3. Obscene language or symbols, drug, tobacco, and/or alcohol symbols, or gang related symbols on clothing, pins, or hats are expressly prohibited.
4. Anything else which interferes with the educational atmosphere, or disrupts the learning process.

**FIRE DRILLS /EARTHQUAKE INSTRUCTION** - Safety drills are held periodically throughout the school year. Each teacher will review with students the proper procedures for safety drills, as well as the appropriate exits. Because it's impossible to differentiate between a real emergency and a drill, students are expected to act in a serious, responsible manner.

**HALL PASSES** - Students will not be permitted to be in the hallways during class time without an official "staff lanyard" hall pass, signed student request slip, or electronic "SMART PASS."

## **HIGH SCHOOL ACTIVITIES / CURFEW HOURS** –

### *DAYTIME CURFEW*

No Minor seven years of age or older (this includes those who are 18) who has not completed the twelfth grade may be on any street, highway, park, alley, other public place during School Hours except while attending school as required by ORS 339.010 to 339.065, unless such Minor is:

1. Accompanied by the Minor's Parent or other Adult that is authorized by the Minor's Parent or by the law to have care and custody of the Minor; or,
2. Engaged in a lawful pursuit or activity that allows the Minor's presence in such public place during School Hours and is authorized by the Minor's Parent or the principal or other designated school official at the school where the Minor is enrolled; or,
3. Traveling directly between school and home or to another location designated by the Minor's Parent after being authorized and approved to be away from school as provided in ORS 339.065, but is not suspended or expelled; or,
4. Emancipated or exempt from compulsory school attendance pursuant to ORS 339.030.

Violations of this subsection will result in progressive punishment:

1. The first violation of this subsection will result in the Minor being returned home or to school by a police officer. A letter describing the Minor's behavior will be sent to the parent or guardian.
2. The second violation of this subsection will result in the Minor being referred to the Umatilla County Juvenile Department. The parent will receive a citation, which may qualify for diversion if the Minor complies with this section for one year without additional violations of this Ordinance.

### *NIGHT TIME CURFEW*

ORS 419.470 establishes curfew hours for minors between the hours of 12:00 midnight and 4:00 a.m. Given this statute, and the fact it is enforced in Pendleton, it is necessary to set the hours for school activities accordingly. Consequently, all school-sponsored activities will be timed to terminate not later than 11:45 p.m.

ORS 419.710 - Prohibits unaccompanied or unemancipated minors from being in public places during certain hours. No minor shall be in or upon any street, highway, park, alley, or other public place between the hours of 12 midnight and 4 a.m. of the following morning unless:

1. Such minor is accompanied by a parent, guardian or other person 18 years of age or over and authorized by the parent or by law to have care and custody of the minor;
2. Such minor is then engaged in a lawful pursuit or activity which requires the presence of the minor in such public places during the hours specified in this section; or
3. The minor is emancipated pursuant to ORS 109.550 to 109.565.

ORS 419.760 - Custody of minors violating curfew. Any minor who violates ORS 419.710 or an ordinance established under ORS 419.750 (County ordinance establishing curfew) may be taken into custody as provided by ORS 419.569 and may be subjected to further proceedings.

## **HEARING SCREENING**

Each year the Intermountain ESD makes hearing screenings available to high school students. Students may be referred by parents, teachers or specialists. Results are sent to parents. If you DO NOT want your student to receive a hearing screening should they be referred, please notify the school office

**LIBRARY/MEDIA CENTER** – Library/Media Center hours are 8:00 a.m. until 3:45 p.m. or until library personnel arrive and/or leave. Any materials taken from the library media center are to be checked out at the circulation desk. Overdue materials are not fined, but the librarian reserves the right to reinstate a fine system if students do not exhibit responsibility and consideration for others by returning materials promptly. Overdue notices will be distributed. A borrower must pay for materials damaged, or lost while loaned to him/her. A lost book is to be paid for before grades/diplomas are released. If the book is found later, the amount charged will be refunded to the student.

We offer over 12,000 books on site and access to 70+ other libraries. We also have magazines and newspapers. Students can have photocopies made for 5 cents each. Computers and printers are available for students' academic use. Students are expected to follow the school's acceptable use policy (AUP) and the library media center's rules.

**LOCKERS**– Lockers can be assigned (by request) at any time and are the property of Pendleton High School. Students are responsible for the contents of their assigned locker. Since the lockers are the property of Pendleton School District, they are subject to search at any time. Searches may be conducted with the assistance of the police and/or police dog. **The school accepts no responsibility for the contents of student lockers. Students should not bring valuables to school.**

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### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

If you or your family live in any of the following situations: in a shelter, a motel or campground due to an alternative adequate accommodation, in a car, park, abandoned building, or bus or train station, or doubled up with other people due to loss of housing or economic hardship your school age children may qualify for certain rights and protections under the federal McKinney-Vento Act. For more information call the building principal, school counselor, or district McKinney-Vento Liaison.

**MEDICATION** - District policy prohibits school personnel from dispensing any medication to students without a written order from a physician and written parental permission. In the event that prescribed medications are brought to school, they must be kept under lock and key and must be administered by a designated staff member.

**PERSONAL DISPLAYS OF AFFECTION (PDA)** – Students are discouraged from engaging in personal displays of affection on campus or during school related activities. If a student or students are asked by staff to discontinue their conduct which is found to be inappropriate they may be referred to administration for disciplinary action.

**POSTERS** - Permission must be obtained from an administrator before placing any announcements or posters in or about the school buildings or school grounds. Under certain circumstances, the district office may need to be informed before placing announcements or poster in or about the school buildings or school grounds.

### **SCHOOL BASED HEALTH CENTER**

In partnership with the Pendleton School District, Umatilla County Public Health, Umatilla County Mental Health, The Commission on Children and Families, and the community, the School Based Health center will provide comprehensive health care for students. The staff includes a CNA, RN, and Mental Health Specialist. The focus of the Center is to:

1. Provide preventative and primary health and mental health care, health education, and health referrals to students through the on-site center;
2. To offer confidential, accessible and age-appropriate comprehensive health care designed to keep students healthy and ready to learn;
3. To promote healthy lifestyle choices and encourage students to take responsibility for their personal health and health care.

The School Based Health Center is located on the second floor between the commons and counseling center. Hours of operation will be posted each year. No appointment is necessary but encouraged. There are registration and immunization fees, and applicable services are billed to insurance. However, no one is denied services because of inability to pay.

**SCHOOL CLOSURE** - If school is closed for the day, due to inclement weather, all school sponsored activities involving students are canceled unless otherwise authorized by the superintendent or assistant superintendent.

In the event that an activity is scheduled involving students of our school during a weekend, vacation, etc., the building principal will use the same procedure as stated for school closure in determining whether or not to cancel participation in the activity.

If school is not to be held, KTIK and KUMA radio stations are called as soon as a decision is reached. Direct school inquiries can be obtained by checking the district website.

**SECURITY CAMERAS** - PHS has a number of security cameras installed throughout the campus. These cameras are used to promote campus safety and to help prevent and stop vandalism. Cameras are on 24 hours a day throughout the year.

**SENIOR TRIPS** -- The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

**SKATEBOARDS/SCOOTERS** - Students are not allowed to ride skateboards/scooters on school property or in the building. Those students bringing skateboards to school must have them stored in a vehicle or locker between 8:00 am and 3:00 pm. Students who violate this policy will have their skateboards confiscated and will be referred to the appropriate administrator. The police may cite students who repeatedly violate this policy.

**SPECIAL NEEDS CHILD FIND**--Pendleton School District actively identifies individuals with disabilities under the age of twenty-one (21).

Pendleton School District provides for evaluation, diagnosis, and specialized educational programming for school age children (ages 5-21). The following special education services are provided:

1. Special education and related services appropriate to their needs for students who are eligible for services under the following disability categories: Specific Learning Disability, Communication Disorder, Visual Impairment, Hearing

Impairment, Orthopedic Impairment, Autism, Other Health Impairment, Emotional Disturbance, Intellectual Disability, or Traumatic Brain Injury.

2. Evaluations and planning for eligible students under Section 504 of the Rehabilitation Act of 1973.

**STUDENT DANCES** -Dances are open to enrolled high school students only, no exceptions. Approved visitors are permitted to attend Homecoming, Sadie Hawkins, and Prom; however, they must obtain a pass 24 hrs prior to the dance. Applications for student passes are available in the main office. **Students must pay the admission price and also show their student body card for admission.** Students may not be admitted after 10:00 p.m. **Once a student leaves a dance, they may not return!**

**STUDENTS IN THE OFFICE** - Students will be allowed only in the waiting area of the main office unless prior permission is granted. Courtesy in making requests and being recognized is expected at all times.

**STUDENT PHONE USE** -A phone in the office is available for student use in case of an emergency. The cellular phone policy is in effect during normal school hours.

### **TALENTED AND GIFTED IDENTIFICATION:**

The Pendleton School District is committed to an education program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted. Please contact the building principal or school counselor if you have questions regarding TAG identification or services.

**VISITORS TO SCHOOL** - Pendleton High School does NOT allow students to bring visitors to school during classes. Parents are encouraged to attend classes if they want to. Visitors to school must report to the main office for authorization and an official pass to remain on campus.

**YEARBOOK PICTURES** - Pictures of all students for the yearbook are taken at no cost in the fall. Pictures for student body cards will be made for all students at the same time. Students are encouraged to have pictures taken at the earliest time they can to be sure they will be in the yearbook. Those who are absent the day of pictures and retakes will not have a picture in the yearbook. Seniors may select a photographer of their choice and pictures must be turned in by the specified date.

## **COMPUTER USE AND POLICY**

**COMPUTER USE** – Computers are available throughout the high school for student use. Students who want to use computers and access the school system must adhere to the following policy:

### **Student Acceptable Use Policy for PSD Net**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. With access to other networks and computers around the world, it is possible to gain access to information, which may not be appropriate. Users (and parents of users) must understand that neither Pendleton School District nor any District Staff member controls the content of the information available on these other systems. It is a general policy that all computers used through PSDnet are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of PSDnet, as described below, will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution, and/or referral to law enforcement authorities. Reinstatement will be at the discretion of the building administrator and the PSD net ISA (Information Systems Administrator).

### **GENERAL USE PROHIBITIONS/GUIDELINES/ETIQUETTE**

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines, which require legal, ethical and efficient utilization of the district's system.

#### **1. Prohibitions**

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:

- ❖ Unauthorized solicitation of funds;
- ❖ Distribution of chain letters;
- ❖ Unauthorized sale or purchase of merchandise and services;
- ❖ Collection of signatures;
- ❖ Membership drives;
- ❖ Transmission of any materials regarding political campaigns.

- b. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - Harmful to minors;
  - Obscene or child pornography as defined by law or Indecent, vulgar, profane or lewd as determined by the district;
- ❖ A product of service not permitted to minors by law;
- ❖ Harassment, intimidation, menacing, threatening, or constitutes insulting or fighting words, the very expression of which injures or harasses others;
- ❖ A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
- ❖ Defamatory, libelous, reckless or maliciously false, potentially given rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, and regulation.
- e. Attempt to gain unauthorized access to any service via the district's system, which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs.
- f. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work, or E-mail addresses or phone numbers or other unauthorized disclosures, use and dissemination of personal information regarding students;
- g. Attempts to use another individual's account name and password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

## 2. Guidelines/Etiquette

System users will:

- a. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Using real-time conference features such as talk/chat/Internet relay chat (or Message services such as but not limited to MS Messenger, Yahoo Messenger, AOL Instant Messenger) only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files (such as MP3 or other music files). Remain on the system long enough to get needed information then exit the system.
- c. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Protect password confidentiality;
- g. Report security problems to the supervising teacher or system.

## VIOLATIONS/CONSEQUENCES

- 1. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
- 2. Violations of law will be reported to law enforcement officials.

## **PARKING AND DRIVING PRIVILEGES**

Any student who drives to school and parks on school property must have their car registered and must purchase a parking pass from the office. Parking passes are necessary to regulate who is on campus and who is not supposed to be here, and to help reduce vandalism to student cars parked on campus. Fees from parking passes and parking fines are used to maintain and update security cameras on campus.

Since the use of school parking lots is a privilege, as well as a convenience, careful attention to the following common sense regulations will be expected of all students:

- 1. Students who leave campus during instructional time (including Teacher Access/Advisory time) without school AND parent permission will lose parking privileges for one week. Students who park on campus while privileges are revoked may have vehicle towed.
- 2. Students are to park only in the student parking lot to the east end of the campus. Some parking spaces next to the buildings are reserved for staff, visitors, and handicapped, and students cannot park in those areas.

3. The parking area is marked as a school zone. All students are expected to observe a safe speed at all times, keeping in mind the safety and welfare of others. The speed limit in the parking lot is 10 mph. The traffic signs indicate the correct flow of traffic, which must be followed. Anyone observed driving against the flow of traffic will be reprimanded, issued a citation or have parking privileges revoked.
4. Students are not to loiter in the parking lot during instructional time.
5. Students may not park in Warberg (upper or lower) staff parking lot between 8:00AM and 3:35PM
6. Students should keep their vehicles locked at all times. The school and school district will not accept responsibility for damage to vehicles or theft from vehicles while parked or driven on school grounds.
7. Parking tickets will be issued for vehicles parked inappropriately and for vehicles not displaying a parking permit. Students who park in handicapped parking, staff parking, or other non-student parking areas, or who violate established parking rules, or who accumulate more than five unpaid parking tickets per year may have their vehicle:

- ❖ **Loss of parking privileges**
- ❖ **Immobilized (booted) and will not be unlocked until all fines are paid.**
- ❖ **Towed**

General ticket fines are \$5.00 per violation.

**All cars parked on school property are subject to search by the administration, with or without the help of the Pendleton Police Department. Random searches of cars, with the help of the Pendleton Police Department's drug dog, will be made throughout the school year.**

### UNEXCUSED ABSENCES

All students are strongly encouraged to attend school every day. Families are encouraged to schedule family activities outside of instructional time. An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Student absences

Parents are required to notify the attendance office within 24 hours to excuse absences

1. A reminder will be sent to the students' academic advisor for unexcused absences, chronically absent students will be contacted via administration.
2. Absences not excused within 24 hours will result in the student being assigned a 30 minute detention
3. Students who fail to complete assigned detention will be subject to additional detention or full-day ISD

Chronically absent students will be subject to the following PSD process:

1. Building-level interventions (Parent meeting, lunch detention, ISD, change of placement)
2. 10 absences-official notification of ORS truancy violation
3. 15 absences-official notification of ORS truancy violation, attendance contract meeting

Violation of this contract may result in a referral to online school, or a referral for Alternative Placement for students on an active IEP

Continued absences will result in official notification of ORS truancy violation and a referral to the judicial system/citation will be issued

**Make up work** - Students who miss daily class work because of unexcused absences may not receive credit for assignments. Students who miss school and are excused will be allowed to make up all work missed. Arrangements must be made with individual teachers.

**NOTE: State of Oregon school law gives the school the right to make the final decision and interpretation as to whether an absence is excused or unexcused.**

**FORGERY OF NOTES OR PHONE CALLS** - Students forging notes or falsifying phone calls to obtain an excused absence will be subject to disciplinary action.

**PARENT RESPONSIBILITIES** - Parents are responsible for notifying the attendance office within 24 hours when their son/daughter is absent from school. It is preferred that the parents call the school (966-3801) on the day of the student's absence. Parents may call the attendance office or write a note for their student.

**PRE-ARRANGED ABSENCES** - Students who know in advance that they will be absent from school for one or more days need to complete a Pre-Arranged Absence Form and turn it into the office prior to leaving school. To obtain a Pre-Arranged Absence form,

the student must either bring a note to the office explaining the date, time, and reason for the absence or have his/her parent/guardian telephone the school to arrange for the absence. The student must have each teacher whose class they will miss sign the Pre-Arranged Absence Form and return it to the office the day preceding the pre-arranged absence. **The school makes the final determination as to whether a pre-arranged absence is "excused" or "unexcused".**

**SUSPENDED STUDENTS** - Students who miss school because of suspension will be provided with the work they miss while gone. Suspension is considered an unexcused absence(s). Students will have the opportunity to earn full credit on tests, projects, work samples or other larger assignments.

**TARDY POLICY** - Teachers will be responsible for their classroom tardy policy and communicating the policy to students. Teachers will be responsible for the consequences of the first three tardies that a student accumulates in their class. Possible consequences will include: staying after class, detention, community service, or other appropriate measures. Students missing less than 20 minutes of class will be marked as tardy. Students missing 20 minutes or more of class will be marked as an absence.

First-Fourth– Teacher policy: (Conference with student, hold after class, contact parent, other interventions)

Fifth offense – Student will be assigned 30 minutes of detention and written a referral submitted to the attendance secretary. Parents will be notified by the teacher.

Sixth offense – Teacher may refer student to building administration.

Students who are habitually tardy may be assigned in-school detention and placed on a classroom behavior contract by administration. Failure to comply with behavior contract may result in withdrawal from class and forfeiture of credit.



## **STUDENT RIGHTS AND RESPONSIBILITIES**

The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the law of the community.

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators are to maintain and facilitate the educational process.

**Counselor's Role:** The counselor acts as a referral for the teacher and administrators and acts upon those referrals in a preventative manner assisting students toward better self-understanding and decision making in educational and social planning. Counselors may schedule individual conferences with students, parents and teachers. These conferences and discussions are confidential to better serve the interest of the student.

### **Definitions:**

1. Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period; provided the student is in the custody of a school district employee for the balance of such period.
2. Suspension shall mean a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) in any single subject or class, or at any other type of activity conducted by or in behalf of a school, and any combination of the foregoing, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
3. "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding three (3) consecutive calendar days.
4. "Long-term suspension" shall mean a suspension which extends up to five (5) consecutive calendar days.
5. "Expulsion" shall mean denial of attendance in any single subject or class, or any full schedule of subject or classes, a denial of attendance at any other type of activity conducted by or on behalf of a school district, and any combination of the foregoing, for an indefinite period of time. An expulsion may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.
6. School business day shall mean any calendar day exclusive of Saturday, Sunday and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

### **STUDENT RIGHTS**

In addition to other rights established by law, each student served by or on behalf of Pendleton School District, shall possess the following substantive rights, and the Pendleton School District shall not limit these rights except for good and sufficient cause.

1. No student shall be unlawfully denied an equal opportunity or be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional rights to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, subject to reasonable limitations upon the time, place and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their person, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of Pendleton School District.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process.

### **DISCIPLINE GRIEVANCE PROCEDURE**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of the grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.

## **PHS STUDENT CONDUCT AND DISCIPLINE CODE**

**DISCIPLINE PHILOSOPHY** - The prevailing philosophy at Pendleton High School is that students who conduct themselves according to the rules of courtesy and common sense need few stated rules to guide their conduct. As long as students accept the responsibility required of them by such a philosophy, a minimum of supervision and a maximum of freedom will be the rule. In the event a student or group of students ignores this responsibility, either in the classroom or out, disciplinary action will be taken.

It is the responsibility of Pendleton High School to help students develop acceptable behavior patterns by creating a social climate within the school which is conducive to proper individual and group behavior. The school views the teaching of discipline as an essential part of the educational goal of the school. The responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the high school student shall belong to all those concerned with the educational program - the student, the school personnel, the parents, and the community.

**APPLICATION OF THE CODE** - The Pendleton student rights and responsibility code is in effect:

1. On or off school grounds during the school day.
2. On school grounds any time it is being used by a school group.
3. Off the school grounds at a school activity, function or event.
4. On the school bus when the student is being transported to or from school or any other school activity.
5. Other times when applicable under law.

### **THE FOLLOWING ACTIONS ARE STRICTLY PROHIBITED:**

1. Possession of drugs, drug paraphernalia, or alcohol; or being under the influence of drugs and/or alcohol. Selling and/or distribution of alcohol or drugs.
2. Harassment of other students or staff (INCLUDING sexual harassment and cyberbullying).
3. Fighting, including threatening to fight someone or helping to organize a fight.
4. Verbal or physical abuse of school personnel.
5. Willful disobedience or insubordination of school personnel.
6. Using or possessing tobacco.
7. Any act disruptive to the school or school operations.
8. Theft or vandalism.
9. Crimes of violence as described in the Oregon Revised Statutes.
10. Possession of a weapon as described in the Oregon Revised Statutes. This includes **any** fixed blade or folding knife regardless of blade length.
11. Other violations not specifically listed here.

### **POSSIBLE DISCIPLINARY ACTIONS FOR NON-COMPLIANCE WITH THE STUDENT CONDUCT AND DISCIPLINE CODE**

#### **CONSEQUENCES**

These are available for use at the discretion of the adjudicating administrator. Consequences are in sequential order of severity.

1. Warning/reprimand-memo to discipline file (student-administrator conference).
2. Detention
3. Community Service
4. In-School Suspension (where possible)
5. Out-of-School Suspension
6. Expulsion

**Pendleton High School administration reserves the right to use alternative and/or more severe/lenient consequences.**

An out-of-School Suspension absence is "unexcused". However, Oregon Law requires that students be given all missed work while suspended. Teachers have the option of awarding or not awarding credit for daily assignments and smaller assignments while a student is suspended. Larger assignments, projects, tests, and work samples must be given to students, and students must be given the opportunity to earn full credit.

## **PENDLETON HIGH SCHOOL HARASSMENT POLICY**

State and Federal law prohibits harassment, bullying, cyberbullying, and intimidation of all people who attend or work at Pendleton High School. Oregon law defines these behaviors as: "any act that substantially interferes with a student's educational benefits, opportunities or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of 1) physically harming a student or damaging a student's property; 2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or 3) creating a hostile educational environment, including interfering with the psychological well-being of a student. It may be based on, but not be limited to, the protected class status of a person."

Pendleton High School has in place a formal complaint procedure for students who feel that they are being harassed, bullied, or threatened. Complaint forms are available from any administrator.

Students found to be guilty of violating our policy are subject to disciplinary procedures, which could include suspension, citation by the police, and expulsion from school.

It is a policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment based on, but not limited to, the protected class status of a person. Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction at the Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310; phone 503-947-5740; or fax 503-378-4772

## **DISTRICT 16R STUDENT CONDUCT AND DISCIPLINE CODE**

All students are entitled to a school and classroom environment conducive to learning. The purpose of this Student Conduct and Discipline Code is to insure this occurs. The format of this Code includes guidelines identifying rights and responsibilities. It is understood that if a student exercises the right, he/she must assume the responsibilities that accompany that right.

### **ASSEMBLY OF STUDENTS**

#### Condition Description

1. It is important to the orderly use of school facilities that the use of all spaces should be planned in advance whenever possible.
2. Students, faculty, and administration are held accountable to the public and are responsible for the activities that are conducted in a school.

#### Guidelines

1. Rights:
  - a. The meeting should be scheduled in advance.
  - b. Students shall have the right to gather informally.
2. Responsibilities:
  - a. Student Meeting

The meeting should be scheduled in advance.

- ❖ Normal class activities shall not be disrupted.
  - ❖ The meeting shall not result in hazard to person or property.
  - ❖ The meeting shall be approved by school officials or sponsored by an official school club organization with approval of school officials.
  - ❖ No speaker who openly and knowingly advocates breaking the law shall be invited to speak. Invitations to speakers shall be approved by the principal or a designated representative.
  - ❖ If a crowd is anticipated, a crowd control plan shall be approved by the appropriate office well in advance of the meeting.
- b. Informal Student Gatherings
    - ❖ Students gathered informally shall not disrupt the orderly operation of the educational process.
    - ❖ Students gathered informally shall not infringe upon the rights of others to pursue their activities.

### **SEARCH AND SEIZURE**

The Board seeks to create a climate in the school which assures the safety and welfare of all individuals and their possessions.

#### Guidelines

1. Rights:
  - a. At the time of registration students will be informed of the conditions of use governing school property.
  - b. Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation, the following procedures shall be followed:

- ❖ Illegal items, (firearms, weapons, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others, or evidence of an illegal act or school violation, may be seized by school officials.
- ❖ Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- ❖ A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school may be seized.
- ❖ The student shall be given the opportunity to be present when a search of personal possessions is conducted.

2. Responsibilities:

- Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of any person.
- Students shall not conceal evidence of an illegal act or school violation.

## INTERVIEW/QUESTIONING

When school administrators permit law enforcement officers to interrogate public school students during school hours, on school property, the school officials should exercise discretion as to whether it is appropriate to be present during the interrogation.

The above procedure relates only to the questioning of students and does not apply to situations in which the proper warrant has been drawn and an arrest is to be made.

The above procedure does not apply when the law enforcement officer has been summoned to school by the building administrator to aid the administrator in the fulfillment of his/her responsibilities.

A reasonable effort will be made to inform parents or guardians. Abuse Investigations subject to JHFE-AR(1)

When potential child abuse is being investigated or when child abuse has been reported, law enforcement representatives or representatives of Services to Children and Families may interrogate students on school property during school hours, and may exclude school officials from being present during the interrogation

## FREEDOM OF EXPRESSION

1. One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the constitution.
2. Students, as citizens, have the right of free expression and must bear the responsibility for the consequences of such expression. Therefore, when school officials, or their representatives, have reason to believe that a student is unaware of the possible consequences of individual expression, they may find it necessary to review publications and speeches to be given to students, and to advise on matters of libel, slander, journalistic ethics, and make decisions regarding these expressions.

### Guidelines

1. Rights:

- a. Students are entitled to express their personal opinions under reasonable circumstances.
- b. Students are encouraged to express written personal opinions in school publications and participate in publishing school publications. The publishing and editorial policies governing school publications will be in written form.
- c. Under certain conditions, which should be spelled out locally, students may obtain school authorization to sell materials and engage in activities which solicit student financial contributions.
- d. Students may refuse to participate in patriotic exercises unless such non-participation disrupts the educational process.
- e. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation of the school program.

2. Responsibilities:

- a. Symbolic and actual freedom of expression shall not interfere with freedom of others to express themselves. The use of profane or obscene language and threats of harm to persons or property are prohibited.
- b. Willful disobedience, open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.
- c. Any publication sponsored or in any way funded by the school shall be known as a school publication as opposed to a student publication.

**Example:** A school newspaper should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter is prohibited from all school publications.

## PHYSICAL RESTRAINT

A teacher, administrator, or classified staff member is authorized to employ physical restraint when in their professional judgment the physical restraint is necessary to prevent a student from doing harm to anyone. When so employed, physical restraint shall not be considered a form of physical discipline.

The Pendleton School District in accordance with state law annually publishes a report regarding the number of restraints and seclusions for each school year. You may access this report on our District Website under Reports and Publications. If you have questions regarding this report please contact the Special Programs Director at 541-966-3262.

## **DISCIPLINARY ACTIONS**

1. Discipline of a school age child is basically the responsibility of the parents and is most effectively handled in school through a cooperative effort by parent and teacher.
2. Fairness and consistency in discipline shall be assured each student.
3. Behavior which impedes the learning of any student may cause school officials to discipline or remove the student from the formal learning environment for a period of time.
4. Teachers and administrators have the authority to invoke disciplinary actions and procedures in maintaining a climate conducive to learning and protection of life and property.
5. School disciplinary actions are civil, not criminal matters. Schools must clarify rights and procedures that assure fair treatment for each student in a learning environment.

## Guidelines

1. Rights:
  - a. Fair treatment for all students shall be such as to protect them from arbitrary and unreasonable decisions.
  - b. All decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations.
  - c. All students shall be informed of the school rules and procedures by which schools are governed and the processes by which discipline may be involved.
2. Responsibilities:
  - a. Students shall comply with the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials.
  - b. Students will not engage in the following types of conduct which shall make students liable for discipline, suspension, or expulsion:
    - Disruption of school or school functions.
    - Disruption of the learning environment of the classroom.
    - Damage, destruction, or theft of school property.
    - Damage, destruction, or theft of private property, either on the school grounds, during a school activity, function, or school event off school grounds.
    - Intentionally doing bodily injury to any person, threatening any person, or knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon, either on the school grounds or during a school activity, function, or school event off school grounds.
    - Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or use tobacco:
      - Either on the school grounds or during a school activity, function, or school event off school grounds.
      - Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.
    - Other violations: willful disobedience, absenteeism, open defiance of a teacher's authority, or the use of obscene language or gestures.
3. Definitions:
  - a. Summary Discipline Procedure is discipline for a minor infraction which may be handled without formal procedure.
  - b. In-School Suspension is defined as suspension of refractory students from class attendance.
  - c. Out-of-School Suspension is defined as one of the following:
    - a temporary exclusion for a period not to exceed five (5) days or;
    - exclusion in cases being investigated pending expulsion or;
    - in special circumstances a suspension may be continued until some specific pending action occurs or;
    - after investigation and recommended expulsions by the administration until the Board of Directors has taken official action.
  - d. Expulsion is defined as release of a student from school attendance for longer than one (1) calendar year.

4. Procedures:
  - a. Complaints:
    - Staff Complaints - Students should hear directly from the teacher or staff member the specific complaints if the student so desires.
    - Student Complaints - The administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.
  - b. Summary Discipline Procedures:
    - Summary discipline procedures should enforce stated rules and policies in a fair and consistent manner.
    - Positive reinforcement and reasonable consequences are encouraged.
    - These procedures may include, but are not limited to, assertive discipline, temporary removal from classroom, detention, community service, and in-school suspension.
  - c. Suspension Procedures:

Students shall have notice of charge(s) in such terms as will permit changes in the course of conduct or afford opportunities for defense.

In suspending students:

1. The student is informed of the charge, including the specific acts that support the charge, and is informed of suspension. In out-of-school suspensions, the student may be sent home for no longer than a ten (10) day period.
2. The parents or guardians are notified by telephone whenever possible of the suspension, and the reasons for the action. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or refer the student to the proper authorities, must be made with consideration of that student's age, maturity, and the nature of the misconduct that caused the suspension.
3. The parents or guardians may request and be given a conference with the building principal.
4. Absence due to suspension will be considered an unexcused absence.

Expulsion Procedures: A School District Board or hearing officer shall not expel a student without a hearing, unless the student and parent/guardian waive, in writing, the right to a hearing. By waiving the right to a hearing, the student and parents agree to abide by the lawful findings of the hearing or review officer. An expulsion hearing shall contain provision for the following:

1. The student is notified in writing of the specific charge or charges, when and where the hearing will take place, and the right to a representative, (an attorney, parent, or guardian).
2. A notice shall also be sent to the parent or guardian personally or by certified mail citing the charge or charges, and the specific acts that support the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and the right of the student or parents to representation. This notice shall be mailed at least seven (7) days prior to the hearing.
3. Unless otherwise provided by the District School Board, the executive officer of the school district, or the designated representative, shall act as the hearing or review officer and shall maintain control over and conduct the hearing or review.
4. The student shall be afforded the right to present their version as to charges and to make such showing by way of oral testimony, affidavits, or exhibits.
5. The students shall be permitted to hear the evidence presented against them.
6. The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. The findings as to the facts and whether or not the pupil charged is guilty of the conduct alleged, and the decision of disciplinary action if any, including the duration of any expulsion shall be submitted to the board by the hearing officer. The above decision shall be made available in identical form and at the same time to the board and the student and parents.
7. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
8. Either party to the hearing may make a record of the hearing. Any expense will be borne by said party making the record.
9. The local district board shall review the decision of the hearing officer and may affirm, modify, or reverse his decision.
10. Expulsions shall not exceed one (1) calendar year.

### **GANGS/GANG BEHAVIOR**

A gang as defined by the Pendleton School District is any group of persons whose ongoing behavior includes the commission of illegal acts.

The Pendleton School District chooses to prohibit the existence of gangs and gang activities through its discipline procedures as follows:

Students on or about school property or at any school activity:

1. Shall not wear, possess, use, distribute, display nor sell any clothing, hats, bandanas, jewelry, emblems, badges, symbols, signs or other things which are evidence of membership or affiliation in any gang.
2. Shall not commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
3. Shall not use any speech or commit any act or omission (e.g., withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity including, but not limited to:
  - a. soliciting others for membership in any gangs.
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. committing other illegal acts or other violations of school district policies.
  - d. inciting other students to act with physical violence upon any other person.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff members, or other employees;
3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or policy, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take appropriate corrective and disciplinary action.

### **SEXUAL HARASSMENT DISTRICT POLICY**

Sexual harassment of students by staff and other students and employees by students and other staff is prohibited and shall not be tolerated in the district. This includes sexual harassment by Board members, parents, vendors, and others doing business with 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 of students means unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities;
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
3. Such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creates an intimidating, offensive or hostile educational environment;
4. Such conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

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

1. The employee's submission to the conduct or communication is made a term or condition of employment;
2. The employee's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of unreasonably interfering with the employee's ability to perform the job;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment;
5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of or feels that he/she is a victim of sexual harassment should immediately report his/her concerns to the building principal, compliance officer, or superintendent. Staff who witness sexual harassment are expected to take immediate action to address it and report it. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about behavior that may violate this policy shall not affect the educational assignments or study environment of a student complainant or any terms of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports sexual harassment.

Students found to be in violation of this policy shall be subject to discipline up to and including expulsion. Employees shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined by and imposed by the superintendent or Board.

The district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs as specified in by Oregon Administrative Rules, shall also be reported to the Teachers Standards and Practices Commission.

This policy as well as the complaint procedure will be made available to all students, parents, and staff in the student/parent handbook. The district's policy shall be posted in grades 6 through 12 schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting incidents of sexual harassment.

ALL STAFF, STUDENTS, AND OTHERS DOING BUSINESS WITH THE DISTRICT SHALL BE SUBJECT TO THIS POLICY.

Sexual Harassment as set forth above may include, but is not limited to, the following:

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, evaluations, job assignments, etc.

**LEGAL REFERENCES:** O.R.S. 243.706; O.R.S. 342.865; O.R.S. 659.020; O.R.S. 659.030; O.R.S. 659.150; O.R.S. 342.865; O.R.S. 659.010(14); O.R.S. 659.029; and O.R.S. 659.040

Adoption Date: May 10, 1999



## PENDLETON HIGH SCHOOL ATHLETIC/ACTIVITY CODE CONTRACT

### **DO NOT SIGN YOUR ELIGIBILITY FORM WITHOUT READING THE ATHLETIC/ACTIVITIES CODE.**

Participation in co-curricular activities is a privilege that requires additional responsibilities in representing the school and student body in positive ways. This code outlines those additional responsibilities the individual student must follow throughout his/her attendance at PHS. Coaches and athletes will review this contract at the beginning of each sports season. For the purpose of this contract a school year is considered to begin from the date of the first fall sports practice and end on the last day of the school year or the last day of competition, whichever is later.

### **ATHLETIC CLEARANCE**

Prior to joining a team or participating in any practice session, each student athlete must have:

1. completed the PHS Athletic Eligibility Form
2. a physical exam form on file with the Athletic Director (must be completed every two years)
3. a Health Disclosure form on file with the Athletic Director
4. paid your participation fee of \$90 to PHS Athletics
5. met all eligibility requirements set forth by the OSAA

### **GENERAL RESPONSIBILITIES**

Each student athlete agrees to the following:

1. Students will represent Pendleton High School in a positive manner, and maintain and promote positive behavior in and outside of school. Students in violation of positive behavior standards or the law will be subject to suspension.
2. Ride to and from all school-sponsored activities in school approved transportation unless prior arrangements have been made with the coach/advisor, athletic director or principal. Students riding home with someone other than their parents/guardians need to clear this with their coach and receive written administrative approval.
3. All school-issued equipment is to be properly maintained by the athlete during use and returned as specified. No athlete shall be allowed to participate in a sport until all previously issued equipment has been returned or proper restitution is made.
4. Abide by all OSAA, Pendleton School District and PHS policies. Any athlete ejected from a contest will pay the OSAA fine of \$50 before they can return to competition.
5. A player who fails to complete a sport may not be allowed to participate in any other sport until the season for the original sport has ended. If the student fails to complete the season he/she will also forfeit the participation fee. Exceptions to this policy shall be at the discretion of the Athletic Director or Designee.
6. Attendance at practice is mandatory. Only absences authorized by the coach will constitute an excused absence. Two unexcused absences from practices or contests may result in consequences up to and including removal from the team.
7. All injuries must be reported immediately to the coach. If the student has School Insurance, a Student Claim Report Form must accompany the athlete to any doctor/dentist or hospital. These forms can be obtained from the athletic secretary.

### **ATTENDANCE**

Each student is required to maintain regular attendance and must be in attendance all day on the day of the game, contest or practice in order to be eligible to participate. Exceptions are made for excused absences for medical or dental appointments, family emergencies, or when taking part in a program that is considered official school business. Students who are absent for medical or dental appointments, must return with a note or documentation from their doctor.

### **ACADEMIC ELIGIBILITY STANDARDS**

An eligible student must:

1. Be enrolled in and must be passing a minimum of 5 classes
2. Have passed 5 classes the previous semester
3. On track for graduation based on OSAA % chart for credits/classes
4. Maintain a minimum of 2.0 GPA with no F's at the end of each semester \*\*\*

### **\*\*\* Academic Probation**

The purpose of academic probation is to support and encourage students to maintain good academic standing at PHS.

All Pendleton High School student/athletes who do not meet the academic standard stated in #4 above will be placed on academic probation for the next semester and allowed to participate in athletics with the understanding:

Student-Athletes who are placed on academic probation will:

- ❖ Students will be required to complete weekly grade checks for every class, have a minimum gpa of 2.0
- ❖ and no Fs
- ❖ Grades will be checked at the Athletic office on Thursdays.
- ❖ If a student has a failing grade and is below 2.0 GPA he/she will become ineligible, until the grades are made up.
- ❖ Other academic standards may be put in place for eligibility
- ❖ The athletic director will contact the coach and player and parents.

### **WEEKLY GRADE CHECKS**

All Pendleton High School students/athletes will have a weekly grade check. Student/athlete's grades will be checked weekly by the athletic director and coach. If a student has a failing grade he/she will have a one week grace period to obtain a passing grade/significant improvement before becoming ineligible.

- ❖ If a student is failing a class after the study week the student will be suspended from participation the following Monday through Sunday. The student will remain ineligible until the failing grade is passed
- ❖ Students may not travel or compete with the team during suspension.
- ❖ Students must attend practice sessions during the period of suspension.
- ❖ (Student may also set-up study hall with coaches and teachers)

### **SUBSTANCE ABUSE REGULATION**

No athlete may be involved in and/or associated with the use, possession and/or distribution of illegal drugs, alcohol, tobacco products, or controlled substances. No athlete should attend or remain at parties or other functions where alcohol, drugs, or tobacco are being used contrary to the provisions of Oregon Law. When an athlete discovers that alcohol and/or drugs are being used illegally he/she must promptly remove him/herself from the premises. The observation of a coach, teacher, or administrator, the report of a police officer, and/or admission of a violation by an athlete is sufficient evidence for suspension.

### **DRUGS/ALCOHOL:**

#### **First Offense –**

1. Suspension for the number of contest dates representing 20% of the season. The suspension will be carried over to the next sport season if the number of contest dates missed by the athlete is less than 20%. During the suspension period, the athlete must attend all practice sessions and games unless otherwise arranged with the coach.
2. Enroll in and pass the next scheduled "Reconnecting" class, or an alternative approved by the athletic director.
3. Agree to random drug/alcohol testing at parent's expense for the remainder of the school year (to be monitored by PHS Administration) at the request of the coach, administration or parent.

#### **Second Offense –**

1. Suspension for the number of contest dates representing 50% of the season. The suspension will be carried over to the next sport season if the number of contest dates missed by the athlete is less than 50%. During the suspension period, the athlete must attend all practice sessions and games unless otherwise arranged with the coach. In addition, the student must agree to repeat steps #2 and #3 listed under the first offense.

#### **Third Offense –**

1. A third violation will result in suspension from practices and competitions from all school athletic programs for a minimum of one calendar year up to the remainder of the student's tenure at PHS. In addition, the student must agree to repeat steps #2 and #3 listed under the first offense.

### **TOBACCO:**

All violations of the athletic code involving the use of tobacco products will result in suspension from participation as follows:

1. Suspension for the number of contest dates representing 20% of the season. The suspension will be carried over to the next sport season if the number of contest dates missed by the athlete is less than 20%. During the suspension period, the athlete must attend all practice sessions and games unless otherwise arranged with the coach.
2. Enroll in and pass the next scheduled "Reconnecting" class, or an alternative approved by the Athletic Director.

## **STUDENT CONDUCT ON BUSES**

Your student/s may at times be transported on a Motor Coach contracted by the district which has met all certifications under the SPAB requirements (Special Pupil Activity Bus) by ODE Standards. All Mid-Columbia SPAB drivers are required to hold School Bus Certificates.

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 kept on record for two years with the District.

The Pendleton School District recognizes the obligation to provide students safe transportation to and from school or school sponsored activities. In order to maintain a safe environment, students will be notified and required to comply with rules and regulations governing their conduct on buses. Students will be informed as to the consequences for violation of those rules and regulations.

Positive approaches to correction of pupil misconduct and rule violation on the bus and at bus loading areas is the initial disciplinary effort. Such approaches are not always successful and consequential actions begin. The most serious consequence is that of student suspension from pupil transportation services.

Students may be suspended from district when such suspensions are executed within the provisions contained in OAR 581-21-065 (1) through (3) and all applicable procedures are consistent with OAR 581-53-002 (9), 581-53-010, PL 94-142 and PL 101-476.

The maximum limits on the terms of suspension and expulsion will range from 10 days per incident to one-year expulsion for a subsequent incident or occurrence. Such severe disciplinary action relates to occurrences involving demonstrable safety hazards for the pupil-transporting vehicle.

Suspension and expulsion procedures shall be described in the district's administrative rules and student conduct notification.

The school board, Superintendent of Schools or his/her designee will order suspensions or expulsions. The school board retains the right of final review in actions not executed by itself. Such review can result in affirmation, amendment, modification, or rescinding of any suspension or expulsion.

**Student safety and comfort combined with transportation efficiency are directly affected by student conduct on buses. In an effort to inform parents and students of the rules and procedures the following has been prepared that both groups may have notice.**

### **Oregon Department of Education Rules**

#### **O.A.R. 581-53-010**

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in the case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or at school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, fellow students, and passersby.
15. Pupils who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. **Rules Governing Pupils Riding School Buses** must be kept posted in a conspicuous place in all school buses.

### **PENDLETON SCHOOL DISTRICT TRANSPORTATION RULES**

Local districts may adopt additional rules, which will further enhance a safe, comfortable, and efficient transportation system. In an effort to accomplish this, Pendleton School District adopts the following supplemental rules:

1. Large items which cannot be safely transported while held in a pupil's lap are prohibited.
2. Pupils shall not interfere with any of the school bus operating controls except as instructed by the driver.
3. Pupils shall be at their regular bus stop at least three (3) minutes prior to the posted time schedule.
4. Pupils shall not damage or attempt to damage public or private property at any time.
5. Pupils shall accept rider registration cards, citations for misconduct, and other forms -- these forms must be completed and returned as indicated.
6. Due to the possibility of school bus mechanical failure or accident during inclement weather conditions, pupils shall wear clothing that is compatible with the current season of the year. Periodically, pupils shall participate in school bus evacuation drills, and pupils will be instructed as to the type of clothing that should be worn the day of the drill.
7. Pupils waiting in a bus stop area are expected to abide by all the preceding rules as they apply at the bus stop as well as on the bus.

**DISCIPLINARY PROCEDURES FOR DISTRICT TRANSPORTATION**

Positive approaches to correcting student misconduct on a bus and at bus stops are not always successful. Therefore, it may be necessary at certain times to suspend or expel a student from the district's transportation service. To ensure equality and consistency in disciplinary actions concerning a student's transportation services, the following guidelines and requirements will be applied.

**Suspension from District Transportation**

School Year Misconduct Citation	Elementary (K-6)	Secondary (7-12)
1st	Warning to Student and parent	Warning to Student and parent
2nd	0-2 Days Suspension	0-5 Days Suspension
3rd	0-10 Days Suspension	0-10 Days Suspension

**Single serious infractions involving physical or verbal assault against a driver or rider, interference with bus operating controls, or vandalism may result in an immediate suspension longer than 10 days.**

1. Suspension action will be ordered by the superintendent or his/her designee utilizing procedures described in OAR 581-21-065 (1, 2, 3, 4, 7)
2. Misconduct citations are cumulative during the school year. In addition, citations issued during the last 30 days of the school year will be cumulative into the next school year.
3. The degree of inherent danger associated with the misconduct incident or acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience are factors considered before determining if a suspension of bus riding privileges will occur and the length of the suspension.
4. Subsequent incidents of assault, verbal or physical, interfering with bus controls, or vandalism may lead to expulsion from bus riding services.
5. Suspension periods may be repeated if warranted by type and frequency of misconduct.
6. Students receiving citations for misconduct must secure the signature of their parent and school principal, and present the signed citations to the bus driver to be eligible to resume riding privileges following the suspension period indicated on the citation.
7. Parents who wish to secure full details concerning citations issued should call the bus company (276-5621) for further clarification in an attempt to resolve any disagreement.
8. If disagreements arise between parents and the bus company regarding citations for misconduct, either the parent or bus company officials may refer the issue to the appropriate school principal who will investigate and make every effort to resolve the problem.
9. Bus discipline problems that are not satisfactorily resolved after following the procedure outlined in items 6 and 7 above, may be referred to the Superintendent of Schools who will investigate and render an order.

#### Expulsion from District Transportation

A subsequent misconduct incident or single occurrence of a severe disciplinary problem constituting, in the district's opinion, a demonstrable safety hazard for the pupil transporting vehicle or persons inside or outside the vehicle may result in expulsion.

Expulsion is a very serious action, removing the student from transportation services for up to a year. The order for expulsion follows a prescribed set of procedures as outlined in OAR 581-21-070. The Pendleton School District procedures for expulsion are:

1. The superintendent shall act as hearings officer.
  2. A hearing is scheduled unless waived.
  3. The superintendent will reduce findings into writing.
  4. Notice of changes to student and parent will be sent by certified mail.
  5. Language assistance is provided if needed.
  6. Student may be represented.
  7. Student shall be permitted to testify and/or offer evidence.
  8. Student is permitted to hear and see the district's evidence.
  9. Strict rules of evidence do not apply.
10. The superintendent's order may, upon request be reviewed by the school board, whose decision shall be final