

Athena-Weston School District 29RJ

Weston-McEwen High School



2017-2018

Student-Parent Handbook

Weston-McEwen High School
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Weston-McEwen High School Mission:

Striving for PRIDE, RESPONSIBILITY, and ACHIEVEMENT

Belief Statements

We believe in respecting and caring about each individual.

We believe in pursuing intellectual, artistic, and athletic excellence.

We believe in fostering integrity, imagination, and moral responsibility.

We believe in high expectations for student achievement.

We believe in life-long learning and our strong community partnership.

Student Guidelines for Success

1. *Relentless commitment to results and growth as a learner.*
2. *Willingness to risk stretching beyond what one currently knows to new horizons.*
3. *The insight to engage in self-assessment of one's strengths and weaknesses.*
4. *The fortitude to be present daily.*
5. *To reflect upon prior knowledge and apply new learning.*

The students, parents, and staff of Weston-McEwen High School are a close community engaged in the process of education. We, as with any group of individuals working toward certain goals, need policies and procedures to facilitate their attainment. The proper function of the school community, however, relies on the broader concept of personal honor based on integrity, common sense, and respect for civil and moral law. In effect, the basic criterion is the assumption that students will conduct themselves as ladies and gentlemen at all times, both on and off the campus.

Students, this handbook is for you. Weston-McEwen High School has much to offer you and we hope you will contribute much of yourself to the school.

Parents, this handbook is for you. We hope it will give you a better understanding of Weston-McEwen High School, its offerings and its expectations.

Because an informed, spirited and active school community will be a happy one, every student, parent, and staff member is urged to keep his/her handbook for reference.

How to be a great TIGERSCOT: Practice P.R.I.D.E.!

Perseverance	Holding to a course of action despite obstacles.	Learn from mistakes Adapt and overcome Tenacity
Respect	To show consideration, appreciation, and acceptance.	Be courteous Accept others Demonstrate appropriate language and behavior
Integrity	Honest and truthfulness in motivations and actions.	Be responsible Be trustworthy Trust others
Discipline	Managing one's self to achieve goals and meet expectations.	Always be prepared Demonstrate self control and character Strive for consistency
Empathy	Ability to understand the feelings, thoughts, and experiences of others.	Concern for others Help others Support the effort of others

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District Administration

Superintendent and K-3 Principal

Laure Quaresma

Middle School Principal

Ann Vescio

High School Athletic Director

Shawn White

High School Principal

Jim Reger

Special Services

Business Manager

Paula Warner

English Language

Learner Coordinator

Julie Pridgen

TEACHERS

Elsa Baker	Spanish
Andrew DeYoe	Language Arts, Yearbook, Music Literature
Bob Fairchild	Mathematics, Science
Mike Giusti	Special Education
Jeff Griggs	Science, Health, Physical Education
Ashley Florence	Agricultural Science, FFA, Leadership
Crystal Mathwich	Special Education – Case Manager
Elizabeth McIntyre	Language Arts, Film Literature, Drama
Rob McIntyre	Music/Band/Pipes & Drums
Troy Olson	Social Studies, Psychology, Computer Science, Personal Finance
Julie Pridgen	Art, Graphic Art
Cliff Taylor	Architecture, Welding, Manufacturing
Shawn White	Social Studies, Communications, Physical Science
Alaina Wright	Mathematics

STAFF

Crystal Harshman	Lead Secretary
Kathy Baumann	Library/Careers/Testing Coordinator
Nikolay Mironov	Maintenance
Julie Schroeder	Transportation Supervisor
Julie Owens	Para Professional
Leslie Gissel	Para Professional

ATHENA-WESTON SCHOOL DISTRICT SCHOOL BOARD MEMBERS

Marty Graham	Clell Hasenbank	Tom Munck
Scott Rogers	Kristin Williams	Jennifer Spurgeon
Preston Winn		

Students and Parents:

WELCOME TO WESTON-MCEWEN HIGH SCHOOL!

The primary purpose of a high school is to provide the opportunity for young adults to further their education and to assist in preparing them for pursuits after they leave the school system.

In order to provide each student with maximum opportunity to learn and provide a safe place in which to learn, it is necessary to have a set of guidelines which spell out the behavior expected of each student enrolled.

The intent of these procedures is to guarantee the right of each individual student the freedom to be safe from accident or injury. In addition, they include regulations specified by the State of Oregon and those derived from policies established by the Board of Education of the Athena-Weston School District.

Each procedure has been developed according to a specific need which has arisen in the past. **While these cannot cover every situation which might occur, they serve as guidelines in the decision-making process for those which are not covered.** If you have any questions or concerns regarding the policies and procedures outlined in this handbook, please don't hesitate to contact the office for clarification.

Each school year at Weston-McEwen we will provide our students, parents, staff, and administrators with an opportunity to fulfill and maintain the goals and purposes of this great community. It is essential for our teachers, administration, students, and parents to work together for our school to be successful. Again, welcome to Weston-McEwen High School, where our motto is "Striving for Pride, Responsibility, and Achievement."

Jim Reger
Principal

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

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. The administration reserves the right to add, delete, or modify any rule(s) as situations warrant.

Bell Schedule 2017-2018

Regular Daily Schedule*	
7:00-7:50	EARLY BIRD
7:40-7:55	BREAKFAST
8:00-8:55	1 ST PERIOD
9:00-9:50	2 ND PERIOD
9:55-10:45	3 RD PERIOD
10:55-11:40	4 TH PERIOD
11:40-12:10	LUNCH
12:15-1:05	5 TH PERIOD
1:10-2:00	6 TH PERIOD
2:05-2:55	7 TH PERIOD

*-Schedule subject to change

BREAKFAST AND LUNCH WILL BE AVAILABLE DURING THE TIMES LISTED AND HIGH SCHOOL STUDENTS ARE ENCOURAGED TO PARTICIPATE. THE COST FOR SCHOOL FOOD IS:

HIGH SCHOOL BREAKFAST:	\$1.75
HIGH SCHOOL HOT LUNCH:	\$3.00
MILK	\$0.50

FREE/REDUCED MEAL FORMS ARE AVAILABLE IN THE OFFICE TO DETERMINE ELIGIBILITY.

THE CAMPUS IS A CLOSED CAMPUS EXCEPT FOR LUNCH.

General Student/Parent Information

ACADEMIC AWARDS

ACADEMIC LETTER

To earn an academic letter at Weston-McEwen High School (grades 9-12) students must earn a minimum, weighted high school GPA of 3.5 on a year-to-year basis. First semester grades will be computed every academic school year to determine eligibility. If a student has more than one incomplete in any class at the end of quarter three, they will not be eligible for an academic letter that year.

The student must be a full-time student enrolled in 7 credited classes: Five of these 7 classes must consist of core classes as noted below.

- High school/college credit math class
- High school/college credit English class
- High school/college credit social studies class
- High school/college credit science class
- High school/college credit computer/technology/CTE classes
Dual enrollment in computer classes counts as 1 core class (ex. Web Design and Computer Applications)
- High school/college credit foreign language class
- High school/college credit web-based/video-based core class falling under the above curriculum.
- High school fine arts class
- Music/CTE, (dual enrollment counts as 1 core class)

For every consecutive year that the student fulfills the GPA and class enrollment requirements they will earn continued recognition with bar and pin medallions.

If, at any time, the GPA of an academic letter recipient falls below the 3.5 requirement, they forfeit the right to earn their pin/bar medallion for that school year.

The principal has the ability to wave certain requirements on a case-to-case basis due to medical hardships or other qualifying circumstances.

ACCIDENTS -- *Refer to Emergency Medical Treatment*

ADMISSION

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

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

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs may consist of instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

1. Tutorial instruction;
2. Instructional activities provided by other accredited institutions;
3. Independent study; Odyssey Ware, Acellus
4. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-District Alternative Education Programs

1. State approved On-Line Schools
2. Community Colleges
3. Others as approved by the district.

The district will negotiate with the parents for the cost for the non-district alternative education program, to determine what is fair and equitable for both parties. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

If the student has not been successful and the district determines alternative placement to meet the student's needs, transportation is not provided by the district.

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

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

Proposals must be submitted to the superintendent or designee prior to November for programs to be implemented the following school year. The district will review proposals. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

ASBESTOS

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

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom (with the exception of "pep" assemblies). A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. Weston-McEwen staff expects students to conduct themselves appropriately at all times. Requests for assemblies/programs should be directed to the principal. The principal will make final approval of requests.

ATHLETICS

Interscholastic athletics and other extracurricular activities are a significant part of the educational experience and shall be considered as part of the total educational program at Weston-McEwen High School. The entire activities program provides opportunities for students to gain valuable experiences that contribute to improve the following areas: physical and mental growth, physical conditioning, cooperation, desirable conduct and citizenship traits, leadership, and social growth.

Please refer to Appendix B (PAGE 39)

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned (based on registration requests) to classes based on the individual needs of the student, staffing and scheduling considerations. Parents may request to change their student's schedule by submitting a written note to the building principal/ prior to the second week of each semester. Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the building principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office, superintendent, or principal for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the district fund the private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ATTENDANCE

Athena-Weston District-Wide Student Attendance Procedures

School Attendance

Research has shown a direct correlation between regular school attendance and academic success. Studies prove again and again that good attendance is critical to student achievement. Chronic absenteeism, on the other hand, is one of the best early indicators that a student is at risk academically and may not graduate from high school. In addition, work that is completed without the benefit of classroom instruction is not of the same quality as that which results from interaction with a trained teacher. For these reasons, the Athena-Weston School District is committed to implementing a comprehensive attendance program that promotes excellent school attendance, outlines procedures to carefully monitor and decrease student absences, establishes consequences for chronic absenteeism, and meets the requirements of Oregon's Compulsory Attendance Law.

The district's role in promoting excellent school attendance will be to:

1. Increase public awareness about the importance of regular school attendance.
2. Support incentives for excellent attendance.
3. Establish in each building clear procedures for tracking attendance, clear definitions of absence types, and clear procedures for improving absence rates.
4. Establish for the district or in each building a staff member to track attendance, communicate with parents, initiate interventions, and implement academic consequences for chronic absenteeism.
5. Initiate legal action and make referrals to outside agencies for students whose attendance levels meet the State of Oregon's definition of irregular attendance.

Attendance Categories

Strong Attendance: The goal of the Athena-Weston School District is that all students will attend school 95% of the time or better. Research indicates missing school 5% of the school year or less has no negative effect on student performance. On a 170 day school calendar, a student with 95% attendance would miss no more than 8.5 days of school in one year.

95% attendance or better will be considered strong attendance.

At-Risk Attendance: Students whose attendance drops below 95% will be considered at risk for becoming chronically absent. Research indicates that attendance below 95% begins to affect student performance. Students with attendance levels from 90% to 94% would miss between 9 and 17 days of school on a 170 day calendar. Students in this category will be monitored, and interventions will be put in place to attempt to return their attendance levels to the 95% target.

Chronic Absenteeism: Chronic Absenteeism is universally defined as less than 90% attendance. This level of absenteeism has a direct effect on student performance and graduation rates. On a 170 day school calendar, a student with 90% attendance or less would miss more than 17 days (or more than 3.5 weeks) of school in one year. At this rate, a student who has 90% attendance every year would miss an entire year of school by the time he/she is a sophomore.

Irregular Attendance: Oregon's compulsory school attendance law (ORS 339.065) defines irregular attendance as, "8 unexcused one-half day absences in any four week period during which school is in session." This is the equivalent of 80% attendance. A student with 80% attendance would miss 34 days, or 7 weeks (nearly a full quarter), of school in one school year.

Other Definitions

Excused Absence: Oregon Revised Statute recognizes the following reasons as valid excuses for absences:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Field trips and school-approved activities
5. Medical or dental appointments (Confirmation of appointments may be required.)
6. Other reasons approved by the school administrator when satisfactory arrangements have been made in advance of the absence.

Excused Tardy: Arrival to class after the official start time with a written note from the office or a staff member explaining the reason for the tardiness.

Truancy: Any absence from school without permission. School work may not be made up if a student is truant. Truancy will be subject to disciplinary action that may include detention, ineligibility to participate in school activities, and suspension of driving privileges.

Tardiness: Arrival to class after the official start time. In grades 6-12, tardiness of less than 10 minutes will be coded as either an excused or unexcused tardy, and tardiness of more than 10 minutes will be coded as an absence from class.

Unexcused Absence: Any absence not explained by the criteria for "excused absence" will be considered unexcused. In addition, absences due to suspension from school or truancy are unexcused. Assignments missed due to an unexcused absence may result in a zero. An unexcused absence can be distinguished from truancy when a parent/guardian has confirmed an absence BUT it does not meet the excused absence criteria.

Unexcused Tardy: Arrival to class after the official start time without an explanation from the office or a staff member.

Oregon Law

Compulsory Attendance

The state of Oregon requires that all students between the ages of 7 and 18, who have not completed grade 12, attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Failure to send a student to school in accordance with the law is a Class C violation and is punishable by a court-imposed fine (ORS 339.990). Specific steps for notification of irregular attendance are outlined by Oregon law and are listed in the Athena-Weston School Attendance Procedures under the category of Irregular Attendance.

Exemptions from Compulsory Attendance are found in (ORS 332.107; 336.615)

Tardiness

Students are expected to be on time to class. Tardiness is a disruption to the class in session and results in a loss of instruction for not only the student who is late to class, but also for the students already in attendance. For these reasons, tardies will also be tracked by the Attendance Monitor and/or administrator, and unexcused tardies will result in disciplinary action.

1. Late entrance to class will require a pass from the office or from another teacher.
2. Students who arrive to class more than 10 minutes late will be marked absent. If the tardy was unexcused, the resulting absence will also be considered unexcused and subject to disciplinary action. If the tardy was excused, the resulting absence will also be considered excused.
3. A 4th unexcused tardy will result in a detention. Every unexcused tardy beyond the 4th will result in an additional consequence. The Attendance Monitor and/or school administrator will track tardies and assign consequences. The Attendance Monitor and/or administrator will include the Special Education teacher in the disciplinary process if the student is on an IEP or 504 plan.
4. When a student who has 4 or more unexcused tardies completes a 3-week period with NO unexcused tardies, the Attendance Monitor and/or administrator will reset the student's unexcused tardy count back to zero. The unexcused tardy count will be reset at the beginning of each new semester for all students.

BUILDING USE

School facilities are provided for use of the students of this school and members of the community by the taxpayers of this school district. Prior arrangements for the use of the school building or grounds shall be made through the building principal by filling out a facilities use form obtained through the office.

CAREER PATHWAYS/COOPERATIVE WORK EXPERIENCE

Milestones Career Readiness

The Milestones Career Readiness program is for all graduates of 2017 and beyond. Milestones reflect a holistic approach to meeting the State of Oregon Graduation requirements.

For each manageable job experience/project, Documentation and Reflection requirements are mandatory. To find this information and all documentation that goes with the Milestone Career Readiness program, visit the Weston-McEwen High School webpage, select "Academics," select "Graduation Requirements," and then select "Milestones Career Readiness."

CELL PHONES/ELECTRONIC DEVICES/IPODS

Cell phones and Personal Electronic Devices (PED's) such as iPods and tablets may be used before & after school, and lunch, and between classes. PED's should not be visible, or heard during any class time when a teacher has not given approval. Students will not be allowed to use PED's if a teacher feels they are a DISTRACTION TO THE LEARNING PROCESS.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. If found in violation, the device may be confiscated and may be released to the student's parents.

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

CHILD FIND NOTICE

The Athena-Weston School District is looking for children of school age who may be in need of special educational services.

Special Education Services are provided for school age children through our district programs. For infants and children to age five, services may be available through Umatilla County's Early Intervention and Early Special Education Program.

If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other education needs, please contact the Director of Special Education at the Athena - Weston School District Office at 375 S. Fifth St., Athena, OR 97813; Phone (541) 566-3551.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee.

Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule at the discretion of the school district.

VALEDICTORIAN AND SALUTATORIAN

To qualify for either "Valedictorian or Salutatorian," a student must have one of the two highest GPA's while taking and completing six credits of any of the following College Prep/Advanced Placement courses:

College Writing	Chemistry
Calculus	AP World History
Precalculus	CP or AP US History
AP Government	Physics
Total = 6 credits	

If no students qualify under these standards, then GPA will be the determining factor. If a student transfers into the Athena-Weston School District as a Senior, the Principal will make the final decision as to whether or not that student is eligible to be considered for Valedictorian or Salutatorian honors.

CLASSROOMS AND HALLWAYS

Food and drinks are not allowed in classrooms without teacher approval (this includes water bottles). No eating lunch in classrooms without permission/supervision. Students are allowed 3 hall passes per class, per nine weeks. Students must ASK to use the hall pass.

HALLWAY ETIQUETTE

While in the hallway, you need to remain respectful and courteous of others. You need to walk and keep your hands and feet to yourself. Shouting and foul language is not permitted. If you are to be in the hallway during class time, you need to have a hall pass. If you do not have a pass, you will be instructed to either go to class or report to the office. Additionally, students should respect the ability of others to progress through the hallway, and should not sit on the hallway floors. Benches have been provided for students that would like to sit in the hallway.

CLOSED/OPEN CAMPUS

We have an "open" campus to the extent that it is necessary to provide educational opportunity for our students and access to our school by our community. To clear up any misunderstanding that the term "open campus" implies, it should be understood that the following things are required of each high school student:

- Be on campus from the start of the first scheduled class. The student does not have to remain during the lunch hour.
- If necessary to leave for any other reason, you must sign out through the office. Students must have a note from parent/guardian or have someone on the emergency card talk with the office prior to leaving or the absence will be considered unexcused.

Freshman Only

For the first four weeks of school, freshman will have a closed campus during lunch. A microwave is available in the commons for student use and lunch is also available at the High School. After the four-week period, off-campus privileges may be earned depending on grades and behavior.

CLUBS AND ORGANIZATIONS

Student clubs such as the FFA, NHS, etc. and athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general if published and with the approval of the superintendent or principal. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply. Consequences specified by the club/team may also apply.

Refer to Appendix B for more information.

EXTRACURRICULAR ACTIVITIES

*Extracurricular activities are an important part of the Weston-McEwen High School experience. Each student is strongly encouraged to participate in the many activities offered. **These activities include the following:***

ASB, Baseball, Basketball, Cross-Country, dances, Drama Club, FFA, Football, homecoming, National Honor Society, Newspaper, Pipes and Drums, prom, Rally & Mascots, Softball, Student Council (Senior Class, Junior Class, Sophomore Class, and Freshman Class), Tennis, Track, Volleyball, and Yearbook Staff.

Letters are available for many of the activities listed above. For more information, contact the head coach/advisor for the specific activity.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious.

This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school official. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated.

These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

COMPUTER AND INTERNET USE

We are pleased to offer students and staff of the Athena-Weston School District access to the district computer network and Internet. To gain access, all students must obtain parental permission and must sign and return the form at the back of the handbook to the school office.

Use of the Internet by Athena-Weston students shall be in support of educational activities and research that is curriculum based, teacher supported, and monitored. Access to the Internet will enable students to explore thousands of libraries, databases, bulletin boards, and may include exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed many disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Athena-Weston School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility. Inappropriate use will result in a cancellation of those privileges and other consequences or legal action.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers are private.

NETWORK ETIQUETTE

The use of network requires that you abide by accepted rules of network etiquette. These include, but are not limited to:

- **USE APPROPRIATE LANGUAGE:** Do not send abusive messages to anyone. In all messages, do not swear, use

- vulgarity or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- **PRIVACY/SECURITY:** Do not reveal the personal address or phone numbers of yourself, or any persons. All communications and information accessible via the network should be assumed private property. Always protect your password and login information. Do not give this information to others. Trespassing in others' folders, work or files is not acceptable. Attempts to log on to the network as system administrator or as someone other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district's network.
- **COPYRIGHT:** Do not knowingly violate copyright laws by copying or publishing the writing, software programs, or work of others without their permission.
- **CONNECTIVITY:** Do not use the network in such a way that would disrupt the use of the network by others. Do not intentionally waste limited network resources by tying up workstations and the network. Be sure to quit web browsers when finished using them, and remember to log out when done using the computer workstations.
- **MAILING LISTS:** Subscribing to mailing lists, e-mailing, accessing mail, bulletin boards, chat groups, commercial on-line services, and other information services is prohibited, unless approved by the building administrator.
- **VANDALISM:** Vandalism of any type will not be tolerated. This includes, but is not limited to, the uploading or creation of computer viruses, damaging computers, computer systems or computer networks, or computer "hacking."
- **COMMERCIAL USE:** Do not use the network for your own commercial purposes.

Violations of these policies will result in loss of access and/or other disciplinary or legal action. Athena-Weston School district reserves the right to terminate the access privileges granted to any users at its own discretion, and specifically denies responsibility and/or liability for the actions of those granted access to these resources or to those harmed through the use of them. Additionally, student violations will result in discipline up to and including expulsions. Fees, fines, and other charges may also be legally imposed.

CONDUCT

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

Please see Appendix C (page 45) for the behavior matrix that is mentioned in the next two subsections.

Student Code of Conduct

Students will discover that most everything ties into our P.R.I.D.E. matrix. All students are expected to display a commitment to personal excellence in their academic efforts, social interactions, and school behaviors.

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

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

1. Assault
2. Harassment, intimidation, bullying or menacing, as prohibited by Board policy
Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation;
3. Coercion
4. Violent behavior or threats of violence or harm as prohibited by Board policy - Threats of Violence;
5. Disorderly conduct, including disruption of the school environment
6. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy - Weapons in the Schools
7. Vandalism/Malicious Mischief/Theft (As prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities);
8. Sexual Harassment as prohibited by Board policy - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia as prohibited by Board policy(ies) - Tobacco Use by Students, Alcohol and Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

*** In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.**

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

**** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony.**

*****Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.**

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance, which under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. If a "look-alike" weapon is used to threaten or intimidate, the consequences may be the same as if the weapon were real.

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

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned, primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

STUDENT CONDUCT

Weston-McEwen High School follows the Positive Behavior and Intervention Supports program. The basis of this program is to focus on positive behavior and support it within the three tenets chosen for the school. This model focuses on the motto, "Be Safe, Be Respectful, Be Responsible." In dealing with behavioral issues, students will be given a "minor" or "major" referral.

The "minor" referrals will be recorded and the consequence will be up to the teacher until the third occurrence, at which point the student will be given a "major" office referral. At this point, the administrator or designee meeting with the student will determine the consequence.

A "major" referral will be given to a student that exhibits behavior that is more severe in nature. For a "major" referral, the student will be required to meet with administrator or designee to discuss the behavior and the consequences that result. For every "major" referral, contact will be attempted with the parent/guardian of the student. These will also be logged into a database and may be used to determine the consequences of future referrals.

As in previous years, we will be focused on promoting a culture of academic honesty and integrity, school respect and pride, and working toward ensuring that all students attain State benchmarks. The fostering of student achievement and the establishment of a school climate that supports that achievement shall be the sole purpose of disciplinary action taken by the school administration.

Students are subject to discipline for conduct at school, while traveling to and from school, at school sponsored events, while at other schools in the district, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

Any behavior which does not conform to the rules and expectations for students are subject to discipline based upon the severity of the behavior. All Referrals will either be sent home with the student or mailed to the parents/guardians.

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students, parents and teachers may request a conference: (1) For any reason by the student or parent; (2) if the student is not maintaining passing grades or achieving the expected level of performance; (3) if the student is not maintaining behavior expectations; or (4) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal.

A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time or communicate through email.

STUDENT PROGRESS NOTICES

Student progress notices indicating academic and attendance will be sent out quarterly to all students. Notices will also be sent every two weeks to parents of students who are receiving an F in any class. These notices will be sent out after the second week of each semester. Report cards issued at the end of each semester indicate credits awarded at that point.

CORRESPONDENCE COURSES/ON-LINE COURSES

Any online course taken for high school credit must be approved by the principal or designee **prior to enrolling** in such course. Contact Mrs. Baumann for correspondence course details.

Those students who are taking classes away from the Weston-McEwen High School campus must provide written evidence of probable successful completion of class and grade to the principal no later than three days prior to graduation. Diplomas will be held until successful completion of class.

COUNSELING/ADVISING

Academic Counseling

Students are encouraged to talk with the advisor, teachers and building administrator in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students.

Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their student advisor or Mrs. Baumann so that they may take the courses that will best prepare them for further work.

Mrs. Baumann or student advisor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. For the most up to date college entrance requirements, please contact the college(s) of interest.

Complete descriptions of class offerings are available in the W-M Course Guide, available in the school office. Information regarding alternative education programs in the area is available by contacting the Principal.

Personal Counseling through LIFEWAYS

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

ADVISORS

During the 2017-2018 school year, advisory has three main goals:

1. To provide instruction and guidance for graduation requirements, college and career information.
2. To provide time for class meetings.
3. To provide time for Educational lessons and activities.

CYBERBULLYING

Athena - Weston School District prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline up to and including expulsion for a violation. A student may also be referred to law enforcement for a violation.

DAMAGE TO DISTRICT PROPERTY

Weston-McEwen staff and students are proud of the school and appreciate the investment made by the patrons of this community for its use. All students are to respect this tradition and refrain from marking or defacing any school property.

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See – Fee, Fines and Charges.

SCHOOL FACILITIES

The school district provides students with excellent physical facilities for athletics at great expense in the form of taxes to parents and community members. Therefore, it is important that students exercise care and personal regard for these facilities.

Misuse of dressing room facilities, lockers, towels, benches, gymnasium or field facilities will not be permitted. Failure to comply with this regulation may result in denial of their use.

LITTER

The condition of all Athena-Weston school buildings and grounds reflects the attitudes and conscience of each student. Each student has the responsibility to make Athena-Weston the best place it can be. This includes being responsible for one's own litter, as well as reminding those who forget. This type of effort and involvement will make our school a better place for all. The privilege of eating and/or drinking in the hallways is subject to revocation if the condition of the school is considered at risk.

No sunflower seeds will be allowed in the school building at any time.

DANCES/SOCIAL EVENTS

Sponsoring organizations and their advisors will have complete charge of the dance from beginning to end. All dances will be chaperoned by two high school staff members and two sets of parents.

Weston-McEwen students may invite one outside guest. The guest will be under 20 years of age, (high school dances) but may not be in middle or grade school. A student may only invite one guest. Guests must be registered and approved by the principal and the request turned into the school office before 3:00 p.m. on the Wednesday before the dance.

Each student attending a school dance may be required to present a Weston-McEwen student body card if they are a WMHS student or a personal identification card if they are a guest. A guest list will be provided at the door of the dance, however, students must bring a copy of Guest form.

All school rules still apply while at a dance. Students who are ineligible for activities any given week are also not eligible

to attend the dance. Any student who violates dance regulations will be subject to disciplinary actions. The WMHS student is responsible for their guest's conduct. There will be no backing up/bending over, no grinding, no piggy backing, no moshing, and no public display of affection. Students are not to bring drinks of any kind into the dance. Refreshments will be provided at some dances.

Students who arrive at a school function intoxicated or who pass, possess, or consume alcoholic beverages or any drug controlled by state or federal statute will be dealt with by the faculty member in charge. **NOTE: THE SHERIFF AND PARENTS OF THE STUDENT WILL BE CALLED AND THE STUDENT WILL BE PLACED IN THEIR CUSTODY.**

Students must arrive at the dance no later than 1 hour after starting time. Students and guests must remain in the dance at all times (unless accompanied by a chaperone). Upon leaving the dance area, it will be assumed that they are going home. Once a student leaves they will not be permitted to return. No loitering by students or guests is permitted outside the building. Dances, as a rule, will end at 11:00 p.m. unless noted.

Any damage incurred or detected by the advisor, chaperons or custodians will be the responsibility of the sponsoring group, unless the damaging party is identified. Each sponsoring group is responsible for thoroughly cleaning up the area where the dance was held after the function. Clean up should be done immediately following the dance.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

Discipline matters will be handled in a fair, firm, objective manner. Every effort shall be made to have individual students accept the responsibility of their actions. Discipline shall be administered with each student in mind but all discipline problems shall be dealt with on the basis of sustaining a consistent adherence to school policies.

Refer to Appendix C (PAGE 45) for more information.

Detention

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. High School parents are not notified for detentions unless the parent requests it.

If a student does not show up for a detention, he/she will not be able to participate in athletic practices or games, as well as, any other school activities until cleared to do so by the principal (chronic insubordination may result in community service, suspension, ISS or expulsion).

Students are responsible for notifying their parents of their detention and making necessary arrangements for transportation.

Students must serve the detention within the next two days after the detention was given. Failure to do so will result in a meeting with the principal to determine alternative consequences, i.e. lunch duty or community service.

Detentions may be given to students for any behavior that is disrespectful of other students, the school, teachers, and/or staff, or for accumulating four tardies.

During the detention students will not talk to others, will do their homework or read, will not be allowed to use a computer/laptop, will not listen to music, and will not be disruptive. Violations will be discussed with the principal for a possible community service and/or will be asked to leave and return the next day.

Service Time

Students who receive service time will be expected to perform janitorial type services on campus for a pre-determined amount of time. These duties will be assigned by the principal. Parents will be notified prior to the start of service.

In-School Suspension (ISS)

Students who are in ISS will be subject to the following rules.

- No food or drink is allowed except during his/her lunch break
- **No electronic equipment, such as cell phones, iPods, radio, etc. is allowed. A calculator is acceptable.**
- Students are to remain in the ISS area at all times. Students may ask to use the hall pass to go to their locker or restroom only while the other students are in class. Students in ISS are not to leave during passing time, break, or while the other students are at lunch.
- Students may not use the telephone or cell phones.
- Students are to work on assignments. Students may read recreational materials only after all assignments are completed.
- Students are not to talk with other students at any time.
- At the end of ISS, students are to vacate the school premises immediately. If the ISS ends during the regular school day, students are to return to regular classes immediately. **Students may not participate in any extracurricular activity the day of ISS.**
- The suspension will end when the student returns to regular classes, usually the morning of the next school day.
- Students who do not follow the rules of ISS shall be liable for further discipline including detention, in/out of school suspension, or expulsion.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

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

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

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

Suspension/ISS and Activities

When a student is suspended from school whether it is ISS or out-of-school suspension, he/she is suspended from all school-sponsored activities. The time period is from:

- The end of the school day
- Or earlier, if he/she is sent home before the end of a school day
- If suspended on Friday, the student may not participate in any Friday night, Saturday or Sunday activities

The suspension ends at the time the principal designates on the suspension letter unless another time has been approved by the principal.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP

team meeting addressing the infraction and its relationship to the disability.

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

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

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

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

The district's dress code has been established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary sport or activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met. All students will be asked to change back to their regular school clothing when returning to the classroom setting after physical education classes.

The personal appearance of Weston-McEwen High School students is a direct reflection of the pride of the students in our school. Individual teachers or teaching situations may require different dress codes in accordance with safety and health considerations. What may be appropriate or safe in one class may not be acceptable in another class. If the dress or grooming of a student is inappropriate for the class, disrupts the educational climate or process, is discriminatory (promoting "hate"), torn, unclean, or is a threat to the health or safety of the student or any other person, the school will require the student to change his or her dress/grooming (or lack of grooming) and be given a verbal warning. Additional incidence of wearing inappropriate attire parents will be notified and appropriate consequence given.

There may be exceptions (when decided upon by the staff and administration) on certain "spirit days" or for athletic uniforms. The examples listed above are not meant to be inclusive but only to provide guidelines.

The primary responsibility of dress and grooming lies with the students and his/her parents, but the following rules will be enforced while the student is at the school.

1. Sunglasses are not permitted to be worn in the buildings.
2. Any type of clothing which exposes the torso or undergarment shall not be worn.
3. Sleeveless shirts may be worn, but the strap must be 2" in width (single garment).
4. Shorts/skirts must extend beyond the fingertips of down-stretched hands.
5. No apparel with obscene, racial, sexist, or questionable slogans or illustrations will be permitted.
6. No apparel which promotes tobacco, alcohol, or drugs will be permitted.
7. Footwear is required at all times. Socks will be worn only on the gym floor before school or during lunch.
8. Undergarments (underwear) will not be visible.
9. Wear your pajamas at home, not at school.

DRIVING RESPONSIBILITIES

Driving on school property is a privilege, which may be revoked. Any **licensed driver** may drive a vehicle onto the school premises under the following conditions.

- **All students MUST register their car(s) with the office.**
- All students are to leave their cars locked and parked from the time they arrive in the morning until they leave the school grounds
- Faculty and other employees are assigned parking areas. Students are not allowed to park in these areas.
- Violations of driving or parking regulations may result in the student being liable for forfeiture of the privilege to drive a vehicle on school district premises and or suspension from school.
- During school bus traffic, loading and unloading, students shall avoid driving between the loading/unloading zones from the time school is dismissed until all buses have departed.
- The speed limit for vehicles on school property is 10 mph.
- Pedestrians have the right of way in the parking lot.
- Students are to keep away from all vehicles.
- Students will not "rev" their engines, spin their tires, or drive in a manner, which is perceived to be dangerous by others.
- Hunting rifles and other weapons are not to be brought to school and remain in a student's vehicle (i.e. weapons laws) Students who hunt should be mindful of this situation.
- It is not the intent of this policy to restrict students driving to school who need to do so, but it does propose to restrict unnecessary/unsafe driving at all times.
- Students who have questions concerning these restrictions should discuss their concerns with the school principal.

SPECIAL NOTE: STUDENTS WILL NOT BE PERMITTED TO DRIVE OR RIDE IN A CAR WHEN GOING TO ATHENA ELEMENTARY SCHOOL TO SERVE AS A TEACHING ASSISTANT.

*It should be understood by the parents and students that there is **NO SCHOOL INSURANCE** to cover accident or injury to students riding in private automobiles, nor can the school assume any responsibility resulting from accidents in private automobiles.*

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco, illegal substances or look-alikes is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

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

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

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

DRUG AND ALCOHOL ABUSE/USE POLICY

***Please refer to the District policy for complete guidelines**

The abuse/use of alcohol, narcotics, and other dangerous drugs by district students represents a health danger, contributes to behavior problems, interferes with other students' learning, and results in lower academic performance. In addition, drug and alcohol use by students directly interferes with staff's ability to educate students and perform their assigned duties. Therefore, the Board is committed to achieving an environment free of drug use, abuse, and dependency within our student community.

It is not the intention to punish students, but to correct inappropriate behavior and to provide assistance to those students with chemical dependency. Implementation of this procedural guideline, including staffing, in-service training and instructional materials, will be provided within the resources allocated in the annual budget.

The districts role in dealing with drug and alcohol abuse/use will be to:

1. Pursue all available sources of funding, including federal and state funds.
2. Conduct a comprehensive drug and alcohol abuse program, K-12, to include prevention education, early intervention and referral, development of coping skills and alternatives to drug and alcohol use, and establishment of an age-appropriate drug and alcohol abuse curriculum that is an integral part of the district health program.
3. Establish an Extra-Curricular drug testing program that empowers students to say no to peer pressure (1) to provide for the health and safety of all co-curricular participants; (2) to help our students fight the effects of peer pressure by providing a legitimate reason for participants to refuse to use illegal drugs; and (3) to encourage participants who are found to be using drugs to participate in drug treatment programs.
4. Establish intervention procedures to assist students whose academic success is being hindered by the use of alcohol and illegal drugs. The purpose of the program is to refer identified students to appropriate resources for assistance. The goal of intervention is to restore students to productive academic activity.
5. Establish procedures and regulations to facilitate and encourage the prevention, treatment of and intervention in drug and alcohol abuse/use. The district will investigate when there is reasonable suspicion that a student is in violation of the regulation. The appearance of being under the influence of a controlled substance or alcohol is among reasons which may be considered sufficient to establish reasonable suspicion. Based upon training and experience, the observational markers of intoxication will lead to the affected student's removal from class to the office, where the observation will be confirmed or denied by the observation of a second trained staff member. If the observation confirms intoxication of an unknown origin, then the administration will remove the student from the class or activity. The School will request the parent to pick up his/her student and have a drug test or drug/alcohol assessment performed at the parent's expense. Administration will also ask that the keys to any vehicles a student may have be turned over. If the student refuses to turn over their keys, Law Enforcement will be called and notified of our concern that a student may try to operate a vehicle while under the influence. See complete District Policy for steps and consequences.

This policy will be reviewed after the first and second years. If it is not renewed after year three, the entire policy will sunset.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

DISTRICT POLICIES SCHOOL CLOSURE

The superintendent shall make the final decision on school closure except in his/her absence or emergency situations requiring immediate action to safeguard the health and welfare of students.

If the school is in session when the decision is made, the students, the transportation director, and the radio stations will be notified of subsequent day(s) of school closure.

In the event an emergency arises forcing the closure of a building while school is in session, the principal shall send pedestrian commuters home; notify parents of the bus students in grades kindergarten through sixth; provide for the care of the bus students until they may be transported home. If the emergency occurs after noon, the principal shall provide for the welfare of the bus students until regular bus service occurs.

Radio Stations Notified: KTIK 1240; KUMA 1290; KUJ 1420; KLIT 95.7 FM; KWHT 103.5 FM

EXTRACURRICULAR ACTIVITIES

See Appendix B (PAGE 39)

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities Weston-McEwen High School has to offer.

Interested students should contact the office for additional information.

FEES AND MATERIALS

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance; or proof of insurance to participate in athletics.
7. Shop fee;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Fees for use of towels provided by the district for P.E. Classes or athletics;
11. Field trips considered optional to the district's regular school program;
12. Admission fees for certain extracurricular activities;
13. Participation fees or "pay to play" for involvement in activities.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted each school month.

Fire and earthquake drills will be conducted on a regular basis for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

FUND RAISING

Any fund raising activities must be approved by the principal. A form is available in the office. All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer in consultation with the business manager serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

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

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

GRADING SYSTEM

Grades are based upon achievement of common curriculum goals and other criteria as established by individual teachers in a given subject area. The system of grading used in the Weston-McEwen High School is:

A=Excellent	D=Below Average	I=Incomplete (can become "F" without completed work)
B=Above Average	F=Failure	
C=Average	P=Pass	

At the termination of each semester students will receive a report card. Weston-McEwen uses a system of reporting that provides one report card for all subjects in which one is enrolled. Progress report cards will be given to parents during parent-teacher conferences. Report cards will be mailed home at the conclusion of each semester.

Credit for completing a class is only awarded based upon the grade at the end of each semester. Students with incomplete grades may have up to two weeks to complete the coursework necessary for a grade. If the coursework is not completed in that time, the grade will be changed to failing.

Commencement Exercises

The District shall conduct commencement exercises for those students who have met the diploma standards. Only candidates identified by the Weston-McEwen principal as having met the diploma standards of Weston-McEwen High School shall participate in the graduation ceremony.

Students must successfully complete all Weston-McEwen High School class work requirements no later than 3:10 p.m., three days prior to graduation.

GRADUATION REQUIREMENTS

Language Arts	4 credits
Science	3 credits
Health	1 credit
Physical Education	1 credit
Social Sciences:	
U. S. History	1 credit
U. S. Government	1 credit
World History	1 credit
Mathematics (Algebra 1 & Above)	3 credits
Foreign Language/Career Tech/Fine Arts	3 credits
Electives (Success 101 is required for Freshmen)	<u>6 credits</u>
TOTAL	24.00 credits

In addition to the above credit requirements, the State of Oregon also requires students to complete the following:

Essential Skills:

Reading
Writing
Mathematics

Personalized Learning Requirements:

Education Plan and Profile
Extended Application
Career-Related Learning Experiences
Career-Related Learning Standards

The following is required of all persons entering an Oregon 4-year state college and/or university:

- 4 credits English
- 2 credits Single Foreign Language
- 3 credits Math (Algebra I or higher)
- 2 credits Science
- 3 credits Social Studies

DIPLOMAS

The Athena-Weston School District offers diplomas in alignment with school district policy IKF. Board policy aligns with state requirements for the different diplomas that are offered through Weston-McEwen High School. For a description of these diploma requirements, please contact a district administrator.

EARLY OR DELAYED GRADUATION

Early graduation requests will be approved only in cases where the benefits appear greater than remaining in high school. Such requests are due one school year prior to the date proposed for program completion. Delayed graduation programs may benefit selected students who desire to broaden their experience base prior to the completion of the traditional program.

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of student and parents of students in homeless situations or assistance in accessing transportation services, contact the district office, principal, or superintendent.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

IMMUNIZATION LAW

The School Immunization Law (HB 2139) mandates proper immunization for children to attend school. Key points of the new School Immunization Law include the following:

1. Immunizations are required for enrollment and continued attendance in public and private and parochial schools for grade kindergarten through 12, and licensed day care centers.
2. Parents will document compliance by completing a simple standardized State approved form.
3. Exemptions are allowed for medical and religious objections but will receive statement of risks/benefits/viability on the latter.
4. All transferring students will have a 30-day grace period to document required immunizations.
5. There is an exclusion clause for children not in compliance.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked with a school lock and that the combination is not available to others. There may be a weekly locker check to make sure locks are being locked and there will be consequences for those individuals not in compliance. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials. Because these a part of WMHS, there will be no de-facing of the locker, including, but not limited to stickers, tape (except painter's tape), markers, scratching, paint, puffy paint, etc. All signs, handouts, posters, etc. must receive prior approval from the principal or designee (i.e. student activity advisor, cheerleader advisor). Damages to the lockers including scratches, dents, etc. beyond normal wear shall be paid by the student.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH AND BREAKFAST PROGRAM

Breakfast and Lunch will be served at the High School. Free and Reduced forms are available in the High School Office. To determine eligibility, please fill out one of the forms.

The campus is a closed campus except for lunch.

LOITERING

In order to protect students and school property and to prevent disruption in the school program, all visitors and guests who are not regularly enrolled or employed in the district are required to come to the school office and arrange to conduct their business. Students of Weston-McEwen are not allowed in the building outside of school hours (7:30am-3:30pm) unless directly supervised by a school representative.

Guests of students during a regular school day must check in at the school office. In general, guests of students are not allowed to attend classes unless approved ahead of time by the Principal. Please do not encourage friends to contact you at school. No individual may loiter in or near school grounds or buildings.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. Requests for the district to administer medication shall be made by the parent in writing.

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

Written instructions of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent with five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

NATIONAL HONOR SOCIETY

Membership in the Weston-McEwen High School chapter of the NHS is based upon scholarship, character, leadership and service. Those who are selected to become members and current members are known as "active" members. Upon graduation, NHS students are known as "graduate" members of the organization.

To be eligible for membership, students must have been in attendance at WMHS for a minimum of one (1) semester (18 weeks). Additionally, candidates must be of sophomore, junior or senior standing, and have a minimum scholarship of 3.5 accumulative GPA inclusive of grade 9 (information as per WMHS/NHS bylaws); students are invited to submit an application once per school year.

Using the GPA as a minimum indicator, those students that qualify will be asked to submit an application. The application provides students a chance to list their co-curricular, extracurricular, leadership and community activities and work experience, recognition and awards. Students will complete a rating form, compose one (1) personal statement, and submit two (2) letters of recommendation (no family, please).

Once applications are collected, a faculty selection council, appointed by the Advisor, is formed—these faculty council members assess the applications and vote on extending membership. Please note: neither the advisor nor the principal have a vote. Instead, they are part of the team as facilitators.

The faculty selection committee will look at four (4) main areas: academics (3.5 GPA and above) and kinds of courses taken; leadership shown in the school, community, and extracurricular areas; character traits such as showing honesty, integrity, and good decision making skills, and service opportunities, where students show the kind of volunteer activities they've completed. If students are invited to join NHS, they are required to complete a service activity once per year (individual or group) and maintain a 3.5 GPA as they continue in high school. All specific bylaws are available from the NHS Advisor.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter is published quarterly, "Back to School" information is sent in the fall, daily email announcements, monthly mailings, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal;
4. Participate in district parent organizations.

PARENTAL RIGHTS

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

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

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

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

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

PERSONAL COMMUNICATION DEVICES

See *CELL PHONES/ELECTRONIC DEVICES/IPODS*

PHYSICAL EXAMINATIONS

Each student athlete at Weston-McEwen High School must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination after either a significant illness or a major surgery prior to further participation. The District recommends a physical each year, but at a minimum are required every two years beginning a student's freshmen year.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the High School and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the High School.

POSTERS

The principal must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization may be removed by staff members. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities. Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate public displays of affection between students are not acceptable on the school campus. Acceptable behavior will include holding of hands, or brief and gentle hugs. Unacceptable behavior includes prolonged embraces, leaning on each other against lockers, walking side-by-side with arm around another student and/or kisses and inappropriate touching or sitting on student laps.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

REPORTS TO STUDENT AND PARENTS

A written report of student grades/progress reports shall be issued to parents at least four times a year. Letter grades will be used. Grades and Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

SEARCH AND SEIZURES

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law; Board policy, administrative regulation, or school rule is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Use of metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Student vehicles may be parked on district property on the condition that the student and his/her parents allow the vehicle and its contents, upon reasonable suspicion to be examined. This includes after school activities. If a student or parent refused access to a vehicle, the student's privilege of bringing vehicle onto district property may be terminated. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials will be notified.

QUESTIONING

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SENIOR TRIP

The School District will not sponsor any overnight trips before or after graduation by contributing district or class funds or providing supervising staff.

SPECIAL PROGRAMS

Bilingual Students

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the principal or special education teacher.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent wishing to initiate a complaint concerning a classroom/teacher issue not involving an allegation of professional misconduct should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not

satisfactory, the student or parent may file a written, signed complaint with the superintendent who will investigate the complaint and render a decision.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The employee shall have the right to be represented at any such meetings or conferences regarding such complaint.

A complaint alleging professional misconduct of an employee will be initiated in signed, written form and presented directly to administration.

Students with Sexual Harassment/Bullying Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

1. Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
2. The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
3. The date and details of notification to the complainant together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the superintendent.
4. If a complainant is not satisfied with the decision at Step II; he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
5. If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.
6. If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

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

Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT EDUCATION RECORDS

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

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

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

Education records are maintained in a minimum one-hour fire-safe place in the High School office by the principal/counselor. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number; (voluntary)
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

SOCIAL SECURITY NUMBER

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

TRANSFER OF EDUCATION RECORDS

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

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

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

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

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - A. The principal or designated representative;
 - B. A member chosen by the parent;
 - C. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. The student shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT OFFICES AND ELECTIONS

***See Appendix A (PAGE 36)**

SUPERVISION OF STUDENTS

If a student is going to be in the building before 7:30 a.m. or after 3:30 p.m., adult supervision must be pre-arranged.

TEACHER AIDES

High school students (Junior and Senior grades) who have a minimum GPA of 2.50 may be a teacher, library or office aide. Being an aide is a privilege, not a right. A student may be an aide one period a day.

TEXTBOOKS

Textbooks are loaned to students without charge on the condition that any loss or damage beyond normal wear shall be paid by the students. The loss or damage is assessed on the replacement cost of the book. Students are responsible to return the book issued to them to the issuing teacher.

THREATS OF VIOLENCE, MENACING/INTIMIDATION/BULLYING

No form of harassment/threat of violence/bullying/intimidating behavior will be tolerated. Those guilty of such behavior will receive disciplinary consequences that may include suspension and/or expulsion. A student may also be referred to law enforcement for a violation. Students who are victims to this type of behavior need to report the problem to a teacher, counselor, or administrator so that it can be taken care of immediately.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSPORTATION OF STUDENTS

Regulations regarding conduct on school buses have been established by the State Board of Education. The privilege of students to ride a school bus is based upon their good behavior and their observance of established regulations.

RULES GOVERNING PUPILS RIDING SCHOOL BUSES
OAR 581-053-0010

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

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

There will be NO eating or drinking allowed on any District Route bus or Shuttle bus. If you have any food or drink, it will be kept in your backpack, bag or lunch box, while riding on the bus. No pop bottles, cans, or beverage containers, just held in your hand, will be allowed.

On Activity buses, it will be up to the Driver and Coach or Adult supervisor, as to whether any eating or drinking is allowed on that particular activity run.

Sun Flower Seeds–They have been banned for a long time and will continue to be banned.

Gum–When you are finished with your gum, please put it in the garbage can, not on the floor, or under the seat, or down the side of the seat and bus wall.

Students who choose not to follow the rules will be governed by the following discipline plan:

DISCIPLINE PROCEDURE FOR DISTRICT APPROVED TRANSPORTATION

The district will provide interpretation to those students/parents whose primary language is not English.

1. FIRST CITATION – WARNING - The driver verbally re-states behavior expectations and issues a warning citation.
2. SECOND CITATION - The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent/guardian, the bus driver, the transportation supervisor and the principal.
3. THIRD CITATION OF THE YEAR - The student will not be allowed to ride the bus until a conference arranged by the transportation supervisor has been held with the student, the parent/guardian, the bus driver, the transportation supervisor and principal. At this time a behavior contract will be made with the student.
4. SEVERE VIOLATIONS - There will be a hearing at this time, arranged by the transportation supervisor involving the student, parent/guardian, the bus driver, the transportation supervisor, and the principal.

The penalties listed above are in addition to any penalties received for failure to follow guidelines provided elsewhere in the student handbook. In all instances the appeal process may be used if the student and/or parent/guardian desires.

ALL CITATIONS MUST BE SIGNED BY THE PARENTS, THE TRANSPORTATION SUPERVISOR, THE BUS DRIVER, AND THE PRINCIPAL BEFORE THE STUDENT WILL BE ALLOWED TO RIDE THE BUS AGAIN.

VEHICLES ON CAMPUS

Vehicles parked on the High School property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered with the office, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students understand that parking on district property is a privilege and not a right. Students are notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

VIDEO SURVEILLANCE

The district has authorized the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Video recordings may be provided to law enforcement agencies.

WITHDRAWAL

Whenever a student withdraws from school s/he must report to the office with a written request from the parent or guardian stating s/he is withdrawing or transferring to another school. Library books and all textbooks must be returned and all obligations met before records are transferred to another school. Student records will be forwarded to another school upon notice from that school that the student has enrolled. The district will forward education records within 10 days of receiving the request for records. Please allow one full school day to complete the withdrawal process. At any time prior to transfer, a parent or guardian may inspect any of their student's records. Should a parent or guardian wish to challenge the accuracy of any records, a hearing will be scheduled within 45 days of receiving such challenge. The parent or eligible student has the right to file with the United States Department of Education a complaint under CFR S 99.64 concerning alleged failure by the district to comply with the requirement of federal law.

APPENDIX "A"

CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENT BODY WESTON-McEWEN HIGH SCHOOL

PREAMBLE

We, the students of Weston-McEwen High School, establish this constitution to form a self-governing student body and to provide institutions which are relevant to its members. We dedicate this constitution to the promotion of school spirit and school improvement.

ARTICLE I

NAME AND MEMBERSHIP

Section 1: Name

The name of this organization shall be "The Associated Student Body of Weston-McEwen High School."

Section 2: Membership

Active membership in the Student Body will be listed to those attending Weston-McEwen High School and who obtain a student body card. Advisory membership to the Association shall be limited to the faculty of Weston-McEwen High School. Advisory members shall be entitled to the same privileges as student members. Honorary membership may be granted by a majority vote of the Student Body Association.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1: President

The President must have at least a 3.00 cumulative grade point average. She/he will have the opportunity to attend the Oregon Student Council Summer Workshop, with 100% of the registration fee paid by the Student Body Association. She/he shall preside over all meetings of this organization and shall appoint all committees when instructed to do so by the majority of the Student Body members in session. She/he shall also serve as activity co-chair. She/he shall serve as President of the Student Council.

Section 2: Vice President

The Vice President shall have at least a 3.00 cumulative grade point average. She/he will have the opportunity to attend the Oregon Student Council Summer Workshop, with 100% of the registration fee paid by the Student Body Association. The Vice President shall preside over all meetings and activities during the absence of the President.

Section 3: Secretary

The Secretary shall have at least a 2.50 cumulative grade point average. She/he shall conduct all official correspondence, preserve all records and communications and shall record the proceedings of the Association. The Secretary shall serve as Secretary to the Student Senate and keep minutes of the meetings.

Section 4: Treasurer

The treasurer shall have at least a 3:00 cumulative grade point average. The treasurer shall work under close supervision of the principal, the business education instructor, and the school secretary. S/he shall keep all funds of the Student Body. The Treasurer shall prepare a financial report to the Student Council monthly.

Section 5: Sergeant-at-Arms

The Sergeant-at-Arms shall have at least a 2.50 cumulative grade point average. S/he shall have power in maintaining order in Student Body meetings and shall be empowered to remove any member who creates a disturbance. S/he may call upon any member of the faculty or Student Body to assist. S/he will be in charge of securing chaperones for activities sponsored by the student council.

Section 6: Dual offices

Students serving as an Associated Student Body officer may not serve as a class president in the same school year.

ARTICLE III

MEETINGS

Section 1: Meetings

Meetings of the Association shall be held as needed, at a time scheduled by the Student Council and/or the principal.

ARTICLE IV

ELECTIONS

Section 1

Elections of Student Body officers shall be held during the week prior to Spring Vacation.

Section 2

The Student Body elections are to be conducted by the Student Body Officers.

Section 3

Class officers shall be elected the first class meeting of each school year.

Section 4

Club officers shall be elected in the spring, before the end of the school year,

ARTICLE V

REMOVAL FROM OFFICE AND RESIGNATION

Section 1

Any school organization officer may be removed from office for repeated failure to attend meetings, failure to carry out the duties of the office, or for any other action detrimental to the welfare and the best interests of the school.

In the case of Student Body officers, the Student Body shall constitute the trial board and two-thirds vote of the membership shall be necessary to remove the officer from office. This action shall be presented before the Student Body by the principal.

Section 2

If a Student Body or organization office becomes vacant, a special election shall be called to fill the vacancy, except in the case of the President, in which case the Vice President would become President, and a new Vice President would be elected.

Section 3

A resignation shall be presented in writing to the Student Body Secretary two weeks before it is to take effect.

ARTICLE VI

AMENDMENTS

Section 1

The Constitution may be amended by a two-thirds vote of the entire Student Body provided that the amendment has first been approved by the Student Council and then posted in the school bulletin for a period of not less than one week.

Section 2

The Bylaws may be amended by a majority vote of the members at any regular Student Council meeting.

BYLAWS

Part I:

Section 1: Prom

The ASB Officers shall sponsor a Prom in the spring of the year.

Section 2: Courts

Prom: The prom court will consist of five senior girls and five senior boys. The senior class will nominate the students for princesses and princes, then votes on the queen and king.

Homecoming and other dances: Each class will pick two representatives from the class and the entire Student Body will vote on one from each class. For Homecoming, the senior girl pick will be queen, but for any other court, anyone can be queen. For dances sponsored by clubs, the club picks the court and the Student Body votes on the queen.

NOTE: Each student may be on no more than two courts per year.

Part II:

Section 1

The Student Council shall consist of all Student Body officers and the President of each class and club.

Section 2

The principal and appointed faculty member shall serve as the advisors for Student Council.

Section 3

Tabulation of all votes for Student Body officers shall be done by the student body President, Vice President, and Student Council Advisor unless the aforementioned are seeking an office in which case the Advisor and a committee chosen by the Advisor shall tabulate the votes.

APPENDIX B - ATHLETICS/ACTIVITIES

CODE OF ETHICS

It is the Duty of All Concerned with School Athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a respectful relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, initiative, and good judgment from the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game---not a matter of life or death for player, coach, official, fan, community, state, or nation.

INTRODUCTION

The interscholastic athletic program is completely voluntary. Participation is not required for graduation, nor is athletic credits needed for college entrance. Involvement in the athletic program, however, does require extra effort and extra time on a voluntary basis beyond the regular school day. Although interscholastic athletics are voluntary, those participating do represent their student bodies and communities. Therefore, standards, including academic requirements, citizenship, sportsmanship, conduct, and loyalty, must be maintained at a high level. The total school program is reflected in the interscholastic athletic program.

The selection of team members is not based solely upon athletic performance, but also upon attitudes, conduct, cooperation, loyalty, and an earnest and sincere desire by the student to participate on the team.

The coaches and administration at Weston-McEwen High School, along with many leading authorities, believe there is a positive correlation between an athlete's performance and his/her adherence to specific training practices. Following are rules and regulations concerning interscholastic athletics for ALL of our student athletes at Weston-McEwen High School.

PARTICIPATION IN ATHLETICS

The opportunity to participate in athletics at Weston-McEwen is a right and privilege extended to all persons who:

1. Meet the standards of the Oregon School Activities Association (those rules are concerned with residence, age, attendance, academic progress, number of years in school, professionalism, etc.),
2. Meet the standards of Weston-McEwen High School, and
3. Have abilities and attitudes that are essential to successful team effort.

ELIGIBILITY & EXTRA CURRICULAR STANDARDS

It is the desire of the Athena-Weston School Board and Weston-McEwen High School faculty to provide the best educational program and learning experiences possible to the students of the school district. Extra-curricular activities play an important role in the development of the students by providing educational, social and practical benefits through participation. The intent of this policy is to establish reasonable standards for participants who will upgrade the programs and those involved in them.

Definition: Any activity that is not a part of the normal classroom learning process will be considered an extra-curricular activity. Included in this category are the following: all athletic teams, letters clubs, cheerleaders, all student body officers, class and organization offices and parties. Scheduled activities that are related to and beyond the regular classroom time will not be considered as extra-curricular. Emphasis for participation will be placed on academic achievement and the student's conduct, both in and out of school. In the event that a situation is not clearly understood, a decision will be rendered by the Principal.

Any "Pay to Play" fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal and/or athletic director. The district will withhold the grade reports, diploma and records of any student who has a debt with the district. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the district may be waived at the discretion of the principal/superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;

3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or principal that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district. Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or principal. Such requests must be received no later than 10 calendar days following the district's notice.

REQUIREMENTS FOR PARTICIPATION

Students at Weston-McEwen High School (grades nine through twelve) are part of our eligibility policy.

- Have no failing grades to participate in athletics, attend dances, parties, clubs
- Student Council. Class activities other than classroom requirements are extra-curricular and will be forfeited if a student becomes ineligible.
- Must uphold the District rules regarding the use/possession of alcohol, drugs or tobacco at all times.

(Failure to do so will result in the application of the consequences outlined in the District's policies.)

Students on Individualized Educational Plans will have their eligibility determined on an individual basis. Determination will be made jointly by the Special Educational Director, Classroom teachers, parents, Athletic Director and Superintendent or Principal within the IEP process.

At the beginning of the school year, the student's last report card from the previous year will be used to determine eligibility.

Our policy involves three steps of student status:

- | | |
|------------------------|--|
| 1. Eligible | Student has no failing grades. |
| 2. On Probation | Student has a failing grade since the last eligibility check (every two weeks.) Athlete may practice and compete. |
| 3. Not Eligible | Student has a failing grade after probationary period, for the next two weeks. Students will remain ineligible for the next two week period. Athlete may practice but cannot compete, dress down, or travel. |

Grade checks are made every two weeks of each quarter. Students have a chance then and only then to change their academic eligibility status.

Important: Students at step two (on probation) remain eligible during the 2 week period. Students at step three (not eligible) who bring their grades up by then next eligibility check move back to step two (on probation) for the next 2 week period. They are eligible to participate but are still on probation. Students on probation (step two) or not eligible (step three) at the end of the school year will start the next school year on probation (step two).

NOTE: Procedures for the Eligibility Policy

- At the end of every 2 weeks, students who are failing a class are placed on probation for 2 weeks.
- If the student raises his grade and is passing at the end of the probationary 2 weeks, the student is off probation.
- If the student does NOT raise his grade by the end of the probationary 2 weeks, the student is then ineligible for participation in extra-curricular activities.
- If at the end of the 2 weeks of eligibility the student is passing all classes, he/she is then eligible for extra-curricular activities. If the student is still failing, he/she remains ineligible.

All students shall have the right to appeal all decisions under this rule. A faculty committee composed of the student's advisor, coach or activity advisor, principal, and the teachers reporting the academic problems will hear the appeal.

RULES AND REGULATIONS

The following are District rules for student athletes:

1. Each student athlete is expected to abstain from the use or possession of alcoholic beverages, tobacco, drugs, and narcotics. (See Extra-curricular substance abuse policy.)
2. Reasonable attention to an appropriate diet is expected from each student athlete.
3. Each respective coach will establish his/her own curfew hours which student athletes are expected to obey during that sports season.
4. Each student athlete is expected to be a good citizen in school, in the community, and in all athletic contests.
5. Each student athlete shall be in attendance at school for the entire school day the day of an athletic contest, or the day preceding a weekend athletic contest. A physician's written verification of an office visit will allow the student to participate after missing part of a day (not to exceed ½ day).
6. Each student athlete shall also be in attendance at school the entire school day to be eligible to turn out for a game or practice on that given day. If a Friday contest is scheduled on a non-school day, athletes must be in attendance the entire day on Thursday. For a Friday and Saturday contest, on a non-school Friday, athletes not in attendance the full day on Thursday, will be ineligible for Friday's contests but eligible for Saturday's contests.
7. Exceptions may be made for students who have prearranged medical/dental appointments, interviews, school sponsored activities, funerals, or other emergency situations where approval has been given by the principal/designee.
8. A student's absence from classes due to athletics and school activities is considered pre-arranged and they are responsible for all assignments given during their absences.
9. Upon their return to class, they must be prepared to hand in all assigned work, complete any test given, or hand in any project due.
10. Each student athlete representing Weston-McEwen High School is expected to exemplify the highest standards of good sportsmanship. Sportsmanship consists of those qualities of courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all others associated with the sport.
11. Students shall not compete in the uniform of their school at non-school events.
12. Student athletes may not turn out for more than one (1) interscholastic sport at a time.
13. A student athlete may not quit one sport to turn out for another sport; however, if he/she is cut from a given sport, he/she may turn out for another sport by agreement of both coaches involved.
14. Student athletes may not turn out for intramural sport if participating in an in-season sport at the time.
15. Athletic seasons will start on the corresponding O.S.A.A. date.

ATHLETIC ELIGIBILITY RULE

In order to be eligible to participate in any extracurricular program at Weston-McEwen High School a student must not be failing any class for the current or previous grading period. (Early bird classes excluded). The following programs fall under the category of extracurricular activities:

All athletics

W-M Pipes & Drums

FFA

Rally/Mascots

Drama Club

Class activities

ASB officers

Dances

The student involved in W-M extracurricular activities that has been declared ineligible to participate has the right to appeal the process if he/she feels unjustly evaluated.

The appeal will be heard in one day if requested. The appeal will be heard by a committee consisting of the athletic director, and/or principal, teachers of classes where failing grades were received, and one student and teacher selected by the student requesting the appeal.

It is the right of the Weston-McEwen High School administration, the superintendent, and the Athena-Weston Board of Directors to determine the standards of participation.

Ineligible is defined as not being allowed to participate in the activities of the aforementioned groups, including non-participation in **ALL** fund raising activities (i.e. concessions).

Examples:

- Athletics & Cheerleaders - no performing in games
 - FFA - no non-academic field trips, contests
 - Band - no non-curricular (graded) performances or trips
 - Drama Club - no non-curricular performances
 - All students - no school sponsored dances, class participation, or any school designated activities
- It is also established that an ineligible student WILL NOT suit up for contests, travel with the group, sit on the bench or be associated with that group during any activity. However the student must go to practices of that activity.

FEES

A student must be a paid-up member of the Weston-McEwen High School Associated Student Body for the current school year in order to participate in all school athletics and activities. Both the A.S.B. fee and the athletic fee must be paid before a student may participate in a contest. Please contact the principal if this is an obstacle. A refund will be given only to those students that are cut from the team by the coach.

All fees and outstanding debts must be paid by the end of the first week of school (or arrangements made with the office to pay them) to be eligible for extracurricular activities (including dances, club and extra-curricular class activities). Students must pay their A.S.B. fee and athletic fee before attending practice, games, dances, or other extracurricular activities. All students enrolled in Freshman and Sophomore P.E. class are required to purchase a school-issued uniform. If you have purchased a school-issued uniform in the past, you may continue to use it. All fees should be paid at the office, not to individual advisors or teachers.

Fee Schedule:

A.S.B. Fee	\$ 30.00 per year
Yearbook	\$ 40.00
P.E. Uniform	\$15.00
Baseball	\$ 50.00
Basketball	\$ 50.00
Cross-Country	\$ 50.00
Football	\$ 50.00
Softball	\$ 50.00
Tennis	\$ 50.00
Track	\$ 50.00
Volleyball	\$ 50.00

NOTE: For **SPORTS FEES** there is a \$125.00 limit per student and \$250.00 limit per family.

PHYSICAL EXAMINATION

Each student athlete entering Weston-McEwen High School must pass a physical examination (recommended) every year (but a minimum of every two years) from a licensed medical physician prior to participation in interscholastic athletics.

To resume participation following an illness and/or injury serious enough to require medical care, a participating student MUST present to the school officials a physician's written release.

INSURANCE

School accident insurance may be purchased by the students. All accidents and potential injuries must be reported to the coach in the following procedure:

1. The coach must be made aware of any injury (or possible injury that might require a doctor's attention) at the time it happens or within 24 hours.
2. The coach will fill out an injury report on any of the above conditions and have it on file at the office at the earliest convenience.
3. The parent/guardian is to fill out their claim following directions and then mail it to their insurance company. All correspondence is done between the parent/guardian and the insurance company.

ISSUED EQUIPMENT

School equipment checked out by the student athlete is his/her responsibility. He/She is expected to keep it clean and in good condition.

1. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
2. Issued equipment is to be worn only while participating with the team in practice or during a scheduled contest.
3. Student athletes must have returned all issued equipment and/or arranged for payment for missing items before receiving awards or recognition for participation or before beginning another sport.

SCHOOL FACILITIES

The school district provides students with excellent physical facilities for athletics at great expense in the form of taxes to parents and community members. Therefore, it is important that students exercise care and personal regard for these facilities.

Misuse of dressing room facilities, lockers, towels, benches, and gymnasium or field facilities will not be permitted. Failure to comply with this regulation may result in denial of their use.

TRAVEL

Transportation to and from athletic contests will be provided by the Athena-Weston School District.

1. All student athletes must travel to and from athletic contests with the team and in transportation provided for this purpose. (Only signing out a student by the parent/guardian will an athlete be allowed to travel HOME with the parent/guardian. A sign out form is provided at the activity that must be signed in the presence of the coach at the activity.)
2. Special permission to be released from the activity site to another parent or to another member of the student athlete's family (21 years or older) must be made through the administration in advance. Please pick up the ACTIVITY RELEASE FORM at the office.
3. Each team member will remain with the team and under the supervision of the coaching staff when attending away games.
4. It is requested that student athletes be conscious of what constitutes appropriate dress for home and away contests. (In our opinion, appropriate dress promotes pride in the team and in Weston-McEwen High School.)

AWARDS

An athletic award is a symbol of athletic accomplishment, good sportsmanship, and observance of athletic policies. Since the award is a symbol of accomplishment, its value lies in its implication rather than in its monetary worth.

In order to qualify for an athletic letter, a student athlete must meet the requirements set forth by the head coach of the sport and be recommended by the head coach. Athletic letters and awards shall only be presented to participants who complete the entire season for a given sport. (This does not apply to participants who are unable to complete a season due to injury or illness).

Upon voluntarily dropping out of a sport or being dropped from the squad for disciplinary reasons, a student athlete automatically forfeits any points, awards, or letters he/she might have received in that sport.

Awards shall be presented as follows:

1. A student athlete who meets the requirements for a varsity letter for the first year for a given sport shall receive a cloth letter and an award certificate.
2. A student shall receive only one (1) cloth letter during his/her high school career.

EXTRACURRICULAR SUBSTANCE ABUSE POLICY

All students are encouraged to refrain from using tobacco, alcohol or illegal drugs. They are extremely harmful to your development and are addictive. It is the intent of the school district to educate, counsel, and then discipline students if they choose to participate in this illegal activity. Using Tobacco, alcohol or illegal drugs is not only harmful to the individual; they will also put you in a position of letting your teammates, friends, and community members down.

Students will not use or possess tobacco in any form or alcoholic beverages. No student may be involved in the abuse of or illegal distribution of legal drugs (steroids, cough syrup, asthma inhalers, inhalants, etc.).

No student will attend or remain at parties or other functions where alcohol and/or drugs are being used contrary to the provisions of Oregon Law. When a student 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, administrator, investigative evidence, the report of a police officer, and/or admission by a student is sufficient evidence for suspension from extracurricular activities.

This rule will be in effect during the summer vacation; whenever a student is participating in a school sponsored activity. This policy covers the student's entire school career.

FIRST OFFENSE

If a **student self-reports**, by telling a teacher, coach, counselor, and/or principal of the incident before being asked or when first asked, the result will include the following:

- Suspension from all extracurricular activities for ten (10) school days.
- Referral to school counselor for education program and possible referral to substance treatment program.
- 10 hours of community service pre-approved and done in a manner consistent with the principal's or athletic director's expectations.
- The next substance abuse violation will be considered the second offense.

- Right to an appeal
- If the **student does not self-report**, the result will include the following:
 - Referral to counselor for education program and possible referral to substance treatment program.
 - 20 hours of community service pre-approved and done in a manner consistent with the principal's or athletic director's expectations.
 - Suspension from participation in all extra-curricular activities (practices too) for thirty (30) school days.
 - In addition, **athletes** will be **dismissed** from participation in athletics for the remainder of the **current season** or **thirty (30) school days**, whichever is longer.
 - In the event that there is a carryover from one sport season to the next, the following **minimum** contests will be involved in the ensuing season.
 - One(1) contest: Football
 - Two(2) contests: Volleyball, Cross-Country, Tennis, Track
 - Three(3) contests: Basketball, Baseball, Softball
- Right to an appeal

SECOND OFFENSE

- The student will be suspended from participation in activities for 80 school days.
- Self-reporting is not an option in the second offense.
- Documented Substance Abuse Counseling and evaluation (at the expense of the student and/or family) is required to participate in future extra-curricular activities.
- If the student does not agree to an evaluation and complete assessment recommendations, the student will not be allowed to represent the school until he/she undergoes evaluation and agrees to abide by the forthcoming recommendation.
- Community Service (20 hours) pre-approved and done in a manner consistent with the principal's or athletic director's expectations.
- Right to a hearing

THIRD OFFENSE

- The student will be suspended from participation in activities for the remainder of the student's high school tenure **unless Substance Review Board rules otherwise.**
- Right to an appeal

APPEALS

All students have the right to a hearing for each violation. The following paragraph describes the members of the board and the process by which they will reach a decision. The student will have the right to hear the charge(s) leading to disciplinary action and to present his/her view.

SUBSTANCE ABUSE REVIEW BOARD

In the event that a student/athlete is suspended and/or dismissed from participation in activities/athletics, the student/athlete may appeal the suspension and/or dismissal to the Substance Abuse Review Board.

To initiate an appeal to the Substance Abuse Review Board, the student must submit the request for such appeal in writing to the Athletic Director. The request must be submitted **within 48 hours** (not including weekends and holidays) of the disciplinary action.

The Athletic Director will assemble and set a time to convene the Substance Abuse Review Board, to hear the appeal, **within 72 hours** (not including weekends and holidays).

The Substance Abuse Review Board will be comprised of the following voting members and the non-voting Principal:

- **Three (3) staff members** appointed by the Athletic Director. **Non-athletic appeals** will involve any three teaching staff (excluding staff involved in the activity at issue). **Appeals** will involve three coaches (excluding the coach of the team at issue).
- **Two (2) students** appointed by the ASB President. Students are not to be involved in the activity/sport at issue.
- **One student** appointed by the appealing student/athlete. **The student appointed** will not be involved in the activity/sport at issue.
- **The Athletic Director**, who will preside over the appeal hearing.
- The non-voting Principal will serve as recorder for the proceedings and provide information as requested by the Review Board. The Review Board or the student appealing may request testimony/information from persons relevant to the review. The information may be presented in person or in written statements.

After all testimony/information has been reviewed, the Board will retire to deliberate and discuss the findings. **All votes by the Substance Abuse Review Board shall be written and confidential.** The Board may choose one of three options:

- Reaffirm the suspension/dismissal and deny the appeal.
- Modify the suspension/dismissal with conditions to reestablish participation.
- Nullify the suspension/dismissal and reinstate the student/athlete.

We ask that you refer to the District Policy for more information.

APPENDIX “C”

**Weston-McEwen High School
Behavior Matrix**

RESPECT: YOUR SCHOOL

Behavior	1st Offense	2nd Offense	3rd Offense
DAMAGE, destruction, tampering, defacing, theft of property, climbing on property	Financial Restitution, Legal Action, Service Time, Suspension and/or Expulsion	Financial Restitution, Legal Action, Service Time, Suspension and/or Expulsion	Financial Restitution, Legal Action, and/or Expulsion
DISRUPTION: Classrooms, activities, learning	Detention, Service Time and/or Suspension	Detention, Service Time and/or Suspension	3+ Days of Suspension
LITTERING: on school property; includes food	Service Time	Service Time	Service Time and/or Suspension
FIRE ALARM: Activation without cause; Prank	Legal Action (including financial restitution), Service Time and/or 3-10 Day Suspension	Legal Action (including financial restitution), and/or Expulsion	

RESPECT: OTHERS

Behavior	1 st Offense	2 nd Offense	3 rd Offense
ASSAULTS, fighting, threats to staff and other students; retaliation	Detention, Service Time and/or Legal Action and/or 1+ Days of Suspension	Legal Action and/or 3+ Days of Suspension	Legal Action and/or Expulsion
HARASSMENT: disrespecting the rights of others; includes sexual, racial, religious harassment	Legal Action and/or 3+ Days of Suspension and/or Expulsion	Legal Action and/or Expulsion	
GANGS (promotion of and/or involved in), hazing, initiations	Legal Action and/or 3+ Days of Suspension and/or Expulsion	Legal Action and/or Expulsion	
SAFETY: endangering the health and/or safety of others	Detention, Service Time and/or Legal Action and/or 1+ Days of Suspension and/or Expulsion	Legal Action and/or 3+ Days of Suspension and/or Expulsion	Legal Action and/or Expulsion
WEAPONS: possession, handling, transmission of any object that can be considered a weapon (includes laser pens)	Expulsion (according to ORS)		
THEFT: from another student, faculty, school or other	Detention, Service Time and/or 1-3 Days of Suspension; Legal Action and/or Expulsion	3-6 Days of Suspension; Legal Action and/or Expulsion	Legal Action and/or Expulsion

RESPECT: YOURSELF

Behavior	1 st Offense	2 nd Offense	3 rd Offense
DRUGS: possession, use, transmission or under the influence (narcotics, alcohol, intoxicants)	3-10 Days Suspension and/or Expulsion	3-10 Days Suspension and/or Expulsion	
FALSIFYING INFORMATION: forgery, lying, altering, plagiarism, stealing information	Loss of Credit and/or Detention, Service Time and/or Suspension 1-3 Days	Loss of Credit and/or Suspension 1-3 Days	3+Day Suspension and/or Expulsion
INAPPROPRIATE DRESS - clothing	Change clothes or sent home Detention Parents notified	1-Day Suspension	3-Day Suspension
INSUBORDINATION: failure to comply with directions of teachers and other staff	Detention, Service Time and/or 1-Day Suspension	3-Day Suspension	3-Day Suspension and/or Expulsion
LAW VIOLATIONS: arrests, alleged violations, awaiting court decisions;	3-10 Day Suspension and/or Expulsion; alternative placement	3-10 Days Suspension and/or Expulsion; alternative placement	
LEAVING SCHOOL PREMISIS: without permission; skipping; excessive tardiness	Service Time hours to be made up during non-school hours	Service Time hours to be made up during non-school hours	Service Time hours to be made up during non-school hours
OBSCENITY: use of profane language and/ gestures; access pornography (internet) or bringing to school	Detention, Service Time and/or Suspension; loss of privilege (computer use)	Detention, Service Time and/or Suspension; loss of privilege (computer use)	3+Day Suspension; loss of privilege (computer use)
SCHOOL BUS USE: violations of rules	Service Time and/or Suspension	Service Time and/or Suspension	3+Day Suspension
TOBACCO: use of any kind	Service Time and/or Suspension	Service Time and/or Suspension	3+Day Suspension
INCIDENTS that occur outside of the school day/year and on/near school property	Service Time, Up to 10 Days of Suspension and/or Expulsion	Service Time, Up to 10 Days of Suspension and/or Expulsion	Expulsion

NOTE: 10 DAYS OF SUSPENSION IN A SINGLE SCHOOL YEAR WILL CONSTITUTE AN EXPULSION HEARING

STUDENT AND PARENT SIGNATURE FORM

Each student and parent has been given the opportunity to read the 2017-2018 version of the WMHS handbook including:

- The internet policy
- The attendance policy
- The extra-curricular activity participation policy
- The transportation code of conduct
- The student code of conduct

We have read and understand the 2017-2018 Student-Parent Handbook and agree to comply with the rules and regulations set forth within:

Student Signature: _____

Parent Signature: _____

Date: _____

PERMISSION TO PUBLISH

Student creative work, pictures, athletic and club membership are posted on the school web-page, in our hallways and in the yearbook. Do we have your permission to post a picture with your son or daughter in it? (The picture/information will include the student's first name only)

___ Yes, I give permission.

___ No, I do not give permission

Student Signature: _____

Parent Signature: _____

Date: _____