2019 – 2020
John F. Kennedy High School

Student Handbook

Mt. Angel School District 91
NONDISCRIMINATION STATEMENT

Mt. Angel School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation and gender identity or expression, 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. Persons having questions about equal opportunity and nondiscrimination should contact Superintendent Troy Stoops, at 730 E. Marquam Street, Mt. Angel, Oregon 97362 or telephone 503-845-2345.

FEDERAL COMPLIANCE OFFICER

The following person has been designated to coordinate compliance with legal requirements, including Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

Compliance Officer: Troy Stoops  
Superintendent  
730 E. Marquam Street  
Mt. Angel, OR 97362  
Phone: 503-845-2345

Notice of Reasonable Accommodations

Further, reasonable accommodations will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact Mt. Angel School District’s Superintendent, 730 E. Marquam St. Mt. Angel, OR, 97026 (503)845-2345 for additional information or assistance.

“Our progress as a nation can be no swifter than our progress in education. The human mind is our fundamental resource.”

President John F. Kennedy
**GENERAL STUDENT INFORMATION**

**ACCIDENTS**
There is a possibility that a student will experience an injury during the school day in gym class, lab-type classes, or in an extracurricular activity. If a student is hurt, the following steps will be taken: (1) all accidents must be reported to the teacher if the injury occurred in the classroom, or (2) accidents occurring during athletic participation must be reported to the coach. (3) The teacher or coach will complete an accident form and report any injury to the main office. (4) Parents, a responsible adult, or the student’s physician will be notified immediately if the injury requires medical attention.

**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 required by state law, school board policy, and administrative regulations. Students and their parents should contact the counseling center 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 NON-RESIDENT 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 THE FEDERAL GUNFREE SCHOOLS ACT OF 1994 AND WHO SUBSEQUENTLY BECOMES A RESIDENT OF THE DISTRICT OR WHO APPLIES FOR ADMISSION TO THE DISTRICT AS A NON-RESIDENT STUDENT.

**AFFIRMATIVE ACTION**
We at John F. Kennedy High School are committed to the principle that equal educational opportunity shall be provided to all students. In compliance with Title IX—Sex Discrimination—the student is advised to first seek out advice and help from a counselor if he or she believes that they have been discriminated against because of age, physical/mental challenges, national origin, race, religion or sex. If the harassment does not cease, a grievance procedure is available. The grievance procedure has the following steps:

**Step I:** The student will first discuss the grievance with the building principal within twenty (20) days of the incident or their knowledge of it.

**Step II:** If the grievance is not resolved, the student will then specify the grievance to the superintendent within ten (10) days. The superintendent will establish a date and location for an informal hearing on the matter. The superintendent shall make a determination after hearing the evidence and decide what steps are to be taken to resolve the grievance.

**Step III:** An appeal to the School Board is proper if the student is not satisfied with the superintendent’s action. The time limit for appealing is ten (10) days. The Board may affirm, modify, or reverse the previous action.

**Step IV:** If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U. S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle WA 98174-1099.
ASSEMBLY CONDUCT
Assemblies are a privilege extended to students of JFK. Behavior should be above reproach. Students are expected to conduct themselves in such a manner that will bring credit to the entire student body. Student misbehavior at assemblies may be subject to disciplinary action.

ASSEMBLIES AND PROGRAMS
Requests for assemblies/programs should be directed through the Principal or Leadership Advisor. Final approval lies with the administration.

ASSIGNMENT OF STUDENTS TO PROGRAMS
Students are required to attend the school in the attendance area in which they reside, unless otherwise provided by state and federal law. (Exceptions may be allowed in certain circumstances. Contact the school office or counselor 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 of the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten (10) 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
All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law (ORS 339.010). School staff will monitor and report violations of the state compulsory attendance law.
The law further requires persons having control of any such minor to send him/her to school. Exceptions to the compulsory attendance law are allowed in certain circumstances, i.e., homeschooling, students attending private schools, and/or students who are emancipated.

Efforts will be made by school officials to enforce the compulsory attendance laws for the state. In the workplace, this number of absences would be considered excessive and JFK wants to encourage students to learn good workplace habits with regard to attendance. Parents are encouraged to contact the Main Office if they want to check on their student’s attendance and work with the student’s counselor should problems arise. One fundamental reason for insisting on punctual regular school attendance is to help each student develop habits of responsibility which will assist him/her to function well in society and succeed in the world of work. Regular attendance is mandatory to ensure that the student can successfully reach this goal. We also believe there are few substitutes for the value of the relationships, which occur between students and teachers in the learning environment.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by
the district for the student’s failure to attend school. Violation is a class B infraction of the law and is punishable by a court-imposed fine up to $190. The district will notify the parent in writing that, in accordance with law, a building administrator will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The administrator or the designee has the authority to enforce the provisions of the compulsory attendance laws.
2. Failure to send a student to school is a class B infraction.
3. A citation may be issued by the district in the amount of a $190 fine.
4. A conference with the parent and student is required. The written notification will be in the native language of the parent.

Truancy - A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities. The student may not be allowed to make up class work missed during the truancy and may receive a “0”.

Attendance Policy – John F. Kennedy High School recognizes only the following reasons as valid reasons for excused 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. Medical appointments. Verification of appointments may be required.
4. Field trips and school-approved activities.
5. Other reasons deemed appropriate by the Principal when satisfactory arrangements have been made in advance of the absence.

PLEASE NOTE: The following are NOT excusable absences in accordance with Oregon State Attendance Laws:

<table>
<thead>
<tr>
<th>Reason</th>
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<tbody>
<tr>
<td>Truancy</td>
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<td>Missing the bus or car malfunction</td>
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<td>Oversleeping</td>
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<td>Shopping/Haircuts</td>
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<td>Birthday or other Celebrations</td>
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<td>Gainful Employment</td>
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<td>DMV Appointment</td>
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<tr>
<td>Family Vacations not excused in advanced</td>
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<td>Hunting or Fishing</td>
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Attendance Procedures – Parents must notify the school by a written note of the reason for the student’s absence within 48 hours of the absence. Blanket excuses are not allowed. Information for the excuse must include the full name of the student, the calendar date(s) of the absence, a brief reason for the absence and the complete signature of a parent or guardian. The student upon return to school should drop off the note at the Main Office. All students leaving campus must check in/out of the office. Absences may not be excused if the student does not check in/out of the office.

Attendance/Participation In School-Sponsored Activities - Students who participate in school-sponsored activities, i.e., sports, musical events, clubs, etc., must attend a full day of school the day of the event in order to be eligible to participate. Exceptions are made for pre-arranged or school-related absences.

Pre-arranged Absences - Pre-arranged absences are those arranged at least one (1) school day prior to the student’s actual absence. Forms are available in the Main Office. These absences will count in the absence total.

Make-up Work Needed Due To Excused Absences - The student is responsible for all information and work in every class. Excused absences do not excuse the student from work missed in class. Upon
returning to school, the student should contact the teacher at the teacher’s convenience, and arrange for any appropriate makeup work. When students are absent, they may miss discussions, films, labs, participation activities, or pop quizzes that are extremely difficult to make up. For extended absences (more than 4 days), homework may be requested by calling the Main Office at, 503 845-6128.

Counselor contact should be made if a student has a lengthy illness. Assignments made prior to the student’s absence are due upon their return. Work assigned during an excused absence is due within a reasonable time as assigned by the individual instructor, usually, the same amount of time as days missed.

Excused Absences From Final Exams – Semester final exams are not given early except under unusual circumstances.

**CARE OF TEXTBOOKS**

Textbooks and materials are loaned to students on the condition that any loss or damage beyond ordinary wear shall be paid for at replacement costs.

**CLASS SCHEDULES**

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Requests to change a student’s assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

**CHANGE OF CLASS SCHEDULE/ADDING OR DROPPING A COURSE**

At the start of the semester, if a student would like to change their schedule, they must complete a Schedule Change Request Form, have it signed by their parent/guardian, and submit their request to the Counseling Department by the specified date. Students must follow their schedule until they are notified of a schedule change.

If a student wants to drop a class after the first week, they will need to see a counselor. Any exceptions to this policy must be cleared through the principal, parent, and teacher involved.

**CLOSED CAMPUS**

John F. Kennedy High School is a closed campus. Students are not allowed to depart campus during regular school hours without prior approval through the Main Office.

**COMMENCEMENT EXERCISES – STUDENT PARTICIPATION**

Students must have all graduation requirements completed to be allowed to participate in commencement exercises. Students completing the educational programs through other organizations and institutions must have prior approval to be included in our commencement exercises. Examples of these programs include the military services and the State Department of Education G.E.D. program. Fifth-year seniors will be allowed to participate in the commencement ceremony.

**COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the school 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.

COUNSELING SERVICES
The Counseling Center is located next to our Library and is open from 7:30 a.m. to 3:30 p.m. Our main office is open from 7:30 a.m. to 3:30 p.m. Students are encouraged to walk in and see a counselor or make an appointment.

DAMAGE TO DISTRICT 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. If the cost is $50 or more, the district will notify the student and parent. If the amount is not paid within 10 calendar days of receipt of the district’s notice, the amount will become a debt owed, and the student may lose student services and/or other privileges. See Fee, Fines, and Charges.

DANCE REGULATIONS
These regulations are to be followed by all clubs and organizations sponsoring dances and all students attending dances:

1. Students will be required to show their Student ID Card at the door prior to admission.
2. No one is permitted to leave the building and return to the dance unless the administrator on duty grants special permission.
3. Students must arrive within the first 90 minutes after the dance begins and no one will be allowed to enter after that time without prior special permission for late entry.
4. School dances will be held on Friday nights with the exception of the Homecoming Dance and the Prom. Dances will not be scheduled on weeknights.
5. Dances normally start immediately following a Friday home event and end promptly at 11:00 p.m. All students are to be out of the building fifteen (15) minutes following the end of the dance.
6. Students participating in dances must be dressed appropriately for a school function and their behavior must meet school standards. Inappropriate dress or behavior can result in admission being denied to a student or guest. A student or guest may be asked to leave if such behavior occurs following admittance.
7. The rules and regulations concerning tobacco, drugs, and alcohol apply to all school functions. Law enforcement may be on our premises and will assist in determining if any student is under the influence of intoxicants.
8. Dance guest passes are only available for Homecoming and the Prom. The pass must be secured from the office by 3:00 p.m. three days prior to the dance for Homecoming and the Prom. The student securing the pass is responsible for the conduct of their guest at the dance. A picture ID will be required for guest admittance into the dance. All guests shall be under the age of 20. Middle School students and younger are not allowed at JFKHS dances. Parents and guardians are not considered guests and are encouraged to attend JFKHS dances.

DISPLAY GUIDELINES
Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a matter that is consistent with the district policy and procedures, not disruptive to or infringe upon the educational process, does not infringe upon the rights of others or promotes harmful and/or illegal behavior.
The Process of all student organization displays and circulated materials:

- Shall first be submitted a minimum of two (2) weeks in advance of the requested date for approval to the building Principal.
- When submitting a request to display and/or circulate materials the student organization must submit a copy of the club minutes documenting the group’s decision to display and/or distribute information.
- Shall be approved or denied by the building Principal within three (3) school days of the request.
- If approved, the display and/or circulated materials shall include the name of the organization and the date posted or distributed.
- Displays of events must include the title, date and times of the upcoming meeting/events and invite all students.
- Displays/posters cannot be larger than 24” by 36” and located in a maximum of two (2) areas.
- Displays may be posted for no more than ten (10) school days or must be removed once event/activity has been completed, whichever occurs first.
- Distribution of the approved materials may occur for up to five (5) school days.

Student organization informational tables:

- During the school day, any school-sponsored organization or student organization may be permitted to have an informational table. This event must be scheduled at least two (2) weeks in advance and must meet all hallway display guidelines.
- Tables will be permitted only in the area(s) designated by the building Principal.
- Exception for fundraising activities may be permitted if all of the following conditions are met:
  - A fundraising request has been submitted and approved
  - A facility request has been submitted to the office at least two (2) weeks prior to the event and has been approved, and
  - Food sales require prior written approval by building Principal and must follow Marion County Health Department licensing and guidelines.

Reasons for denial of displays and/or circulated materials may include but are not limited to:

- Discrimination
- Defamation
- Hate speech
- Inciting violence or expressing threats
- Promoting harmful and/or illegal behavior
- Infringing upon the rights of others
- Any reason which causes a material and substantial disruption to the educational environment

Outside Organizations displays and/or circulated materials:

- Will be limited to college and career readiness and community engagement opportunities (such as post-secondary options, local festivals etc.) and will be displayed by Counseling Center.

**EARLY RELEASE/LATE ARRIVAL**

Early Release/Late Arrival students are obligated to fulfill their contracts and only be on or near the school grounds during their regular class schedule. Failure to comply could result in revocation of release privileges.
EMERGENCY EVACUATION SITES

In the event of an emergency requiring evacuation of Kennedy High School, parents may locate their student(s) at the site listed below.

Mt. Angel Community Festhalle

FEES, FINES, AND CHARGES

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. Class supply fees.
3. Parking permit.
4. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student.
5. Personal physical education and athletic equipment and apparel.
6. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
7. Student accident insurance and insurance on school-owned instruments.
8. Replacement of student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Field trips considered optional to the district’s regular school program.
11. Admission fees for certain extracurricular activities.
12. Participation fees or “pay to play” for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Request for such a waiver may be made to the principal.

The district will withhold the diploma of any student who owes a debt for unpaid school fees, fines, and charges. All such materials shall be released upon payment of money owed. Fees, fines and charges owed to the district may be waived at the discretion of the 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 designee 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 and the amount owed. If not paid, the district will withhold the diploma of the student until the debt is paid. The district may also pursue the matter through 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 designee. Such requests must be received no later than ten (10) calendar days following the district’s notice.
**FIRE ALARMS AND DRILLS**

Every student should know the location of the exit in each room used during the day. Consult the chart posted in the room or ask the instructor. It is also advisable to know a possible second or third exit in case the nearest or regularly assigned one is blocked. Students should know where to go when the fire alarm rings, and should proceed in an orderly fashion to the building exits as directed and move out at least 50 feet from entryways. Students are to return to class when the signal bell rings. Fire alarms are provided for the protection of the students and staff at JFK High School. Repeated unauthorized use of fire alarms provides a psychological climate in which the fire alarms are not taken seriously creating a very hazardous situation. For this reason:

1. Any person who tampers with or impedes the operation of any fire prevention equipment is subject to suspension or expulsion.
2. Any person who pulls a fire alarm without authorization shall be recommended for expulsion.

**FREE OR REDUCED LUNCH**

Application forms are available in the main office.

**GRADE REPORTS/PARENT CONFERENCES**

John F. Kennedy High School has adopted a progress report and final grade grading cycle. Conferences and grade days are noted on the school calendar.

**HALL PASSES**

Students are not to be in the hallways during class time without proper authorization or a hall pass. All JFK students are expected to follow the 10/10 policy. No hall passes the first 10 minutes or the last 10 minutes of any class period, including Teacher Aids.

**HONOR POLICY**

John F. Kennedy High School faculty and administration believe that honesty and trustworthiness are the basic characteristics of a citizen in a free society. We also believe that whatever learning a person achieves as the result of his/her own efforts is an accomplishment in which he/she can take pride and which will be of use and benefit to him/her. In this belief, and as an expression of the value we place on the integrity of a student’s work, we will not accept plagiarism, copying the work of others, doing another student’s work, giving answers for tests, nor any other activity that falls into the classification of cheating. The consequences for such action will be the confiscation of material, notification of parents, possible failure of assignment and/or class, and disciplinary action.

**IMMUNIZATIONS**

We want to remind you that the State of Oregon requires all school-age children, K through 12, must be immunized or have begun the immunization process and show proof of such immunization to be permitted to attend Oregon schools. Students new to Mt. Angel School District must supply appropriate immunization information before they will be permitted to enroll. Records are on file for those students who attended school in this district during the current school year.

We are required to check the health data of all students once school has started. If there are irregularities, the student will be notified before the first Monday in November. The exclusion date for students not properly immunized is mid-February. If you have any immunization questions, please contact us during business hours. If the students are attending Kennedy HS for the first time, you should check with the previous school.
**INCLEMENT WEATHER**

In the event bad weather disrupts school bus traffic in the mornings, information will be released to radio or television stations in time for early morning broadcasts.

**INDIVIDUAL STUDENT DAILY PROGRESS REPORTS**

Upon a parent's request, a student may pick up a Daily Progress Report form from the Counseling Office and take it around to their teachers to find out current grade status.

**INFECTION DISEASE INSTRUCTION**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, and HBV has been included as an integral part of the district’s health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

**INTERNET AND COMPUTER USE**

John F. Kennedy High School has computer connections to the Internet. This Internet connection provides powerful access to worldwide information in test and media form that, if properly used, can enhance student learning. It can be particularly meaningful for students because it provides a wealth of information resources not readily available through conventional library means.

**LOCKERS**

Hall lockers are provided so students may have a convenient place for their school and weather-related items such as books and coats. **Lockers should NOT be considered a “safe” place for keeping possessions of value.** It is the student’s responsibility to keep his/her locker locked at all times. Locker combinations are given only to the individual student and should be kept a secret. Whenever the lock fails to work properly, the office should be notified. Lockers are on loan to students during the school year. No signs or decorations shall be displayed on outside of locker doors except as part of an ASB sponsored activity. Pegging a locker or placing an item in the locker mechanism so it does not shut completely, will not be allowed because of damage to the locker. Students may be charged for replacement of lock or door, if necessary. If any of the following items are found in the locker, the penalties shall be all of those provided by law or other school rules, in addition to confiscation of the item or items and possible loss of locker privileges as set forth below.

1. Illegal narcotics or drug paraphernalia.
2. Alcohol in any form, unless such item is in a prescription medicine properly maintained as specified above.
3. Any firearm or any type of explosive device.
4. Any knife or other dangerous weapons.
5. Any records, papers, or documents used, intended for use, or designed primarily for use in trafficking in, possession of or use of any illegal substance.
6. Any other item the possession of which is illegal for the individual locker assignee under the laws of this state.

**Random Inspection**

Each locker in the school building shall be subject to random inspection by any person, including a police officer, with or without a K9, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.
**Individual Inspection** - Upon any suspicion brought to the attention of the principal that a particular locker may contain items not permitted pursuant to this rule, the locker shall be subject to inspection by any person, including a police officer, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

**Use of Locks** - No lock shall be placed on a locker other than the lock assigned by the school for that particular student’s use of that locker. If the locker is of the built-in combination lock type, the student shall use no other lock. Any lock not permissible under this paragraph shall be forcibly removed.

**Containers in Lockers** - All items within a locker shall be subject to random or individual inspection as set forth above, including the interior of any container, pockets of any clothing and compartments of any item, or places of like nature. If upon such inspection, a locked container is discovered in the locker, it shall be taken to the office of the principal at which point the student shall be afforded the reasonable opportunity to open the lock thereon and permit inspection. If the student refuses, the locked container may then be forced open and the school shall bear no responsibility for the resultant damage.

**Items Disclaimed by the Student** - The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to being the owner or custodian thereof; in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings, disciplinary or criminal, against such other student. If the student whose locker is in question denies any knowledge of the ownership of an item, it shall be treated as abandoned property.

**MEDICATIONS**

**District Administered Medication** - (Forms available at school office). Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: the name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement 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 prescription and non-prescription medication.

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

**Self-Administered Medication** - Self-medication of prescription and non-prescription medication may be allowed subject to the following:

1. A permission form must be submitted to the Main Office for self-medication of all prescription medications.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required.
3. All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
   a. Prescription labels must specify the name of the student, name of the medication, dosage, route, and frequency or time of administration, and any other special instruction.
b. Non-Prescription medication must have the student’s name affixed to the original container.

4. The student may have in his/her possession only the amount of medication needed for that school day.

5. Sharing or borrowing medication with another student is strictly prohibited.

Permission to self-medicate may be revoked if the student violates the Board’s policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Medical Protocols - Students with unique medical conditions requiring staff intervention will be required to develop an individual protocol in coordination with the district’s nurse and the student’s physician if necessary. Staff will be expected to follow this protocol.

MESSAGES AND DELIVERIES
Messages and deliveries are taken care of through the Main Office. Only messages from a parent or employer are accepted. We earnestly request parents to plan ahead and eliminate these calls whenever possible. Messages will not be delivered during classes. We must further request that all messages and deliveries be completed by 2:00 p.m.

PEP ASSEMBLIES
Pep assemblies will be held and scheduled in advance. Other pep assemblies will be scheduled as needed if teams qualify for or place at state competitions.

REGISTRATION AND CLASS FEES
To attend John F. Kennedy High School as a resident student, each student must live with his/her parents or legal guardian within the boundaries of Mt. Angel School District 91, Marion County. If the student is not a resident as outlined here, he/she must obtain permission from the superintendent to attend.

During February or early March, all students will be asked to forecast for classes they wish to take during the next school year. Counselors and teachers will assist students in this procedure. After classes have been chosen, students are not permitted to make changes except in unusual circumstances. During fall registration, students will have the opportunity to confirm their schedules, pay school fees, and receive locker assignments.

CLASS FEES
College Credit Now Tuition....................... $25.00 yearly
Willamette Promise Tuition ...................... $30.00 yearly
Instrument Rental.................................. TBA
Club Fees.......................................... TBA

ATHLETIC FEES ARE SUBJECT TO CHANGE
Pay to Play fees are $100 per sport, per athlete.
There is a $200 cap per year, per athlete if the athlete competes in two or more sports. Financial assistance is available. Please speak with the principal.
REPORT CARDS/PROGRESS REPORTS
Report cards will be issued at the end of each grading period. Progress grades received midway through each semester are not part of a student’s permanent record. At the end of the semester, students will receive a semester grade. The semester grade is entered on the high school permanent record. The accumulative GPA is computed based on the semester grades. For seniors, diplomas may be held until satisfactory arrangements are made to settle a student account or complete the checking out process.

SECURITY MEASURES
For the purpose of ensuring students’ safety and that of their belongings, security measures, including cameras, may be present at school or on the buses.

SPECIAL EDUCATION SERVICES
504, ADA, and IDEA - Section 504 of the Rehabilitation Act of 1973 is a civil rights law which provides that: “No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...” (29 USC 794). In compliance with Section 504 and the Americans with Disabilities Act, the district maintains employment, facilities, education, communications, and transportation practices that provide equity to disabled persons in all phases of the district’s programs and services. Given two weeks’ notice, the district will provide reasonable accommodations in order for individuals to access school programs and/or services.

The district provides for the identification, location, and evaluation of students, birth – 21 years, with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Americans with Disabilities Act (ADA). The district provides free, appropriate public education for resident students and makes reasonable accommodations for participation in school and school-related activities in compliance with Section 504, IDEA, and ADA. The Mt. Angel School District, in compliance with the ADA, will provide an alternative format of this notice given two weeks’ notice.

Child Find - The Mt. Angel School District is responsible to locate, evaluate, and serve children with special education needs, from birth through 21 years of age. If you know any child who may need special education, or if you have questions about what services can be provided, please contact the learning specialist in any of the district’s schools or Erica Gordon at 503-845-2345.

SST and Other - The Mt. Angel School District provides free, appropriate, public education for all students residing within the boundaries. For this reason, staff members in this building meet to discuss the individual learning needs and styles of students. This means that at times, the staff may discuss your student so they are better able to address your student’s learning needs within the school program. If a teacher or other staff member believes that services beyond the regular program might be needed for a student, parents are contacted and plans made for a special education assessment. Parents may request that the teacher and other staff review their child’s progress at any time during the school year. Parents may also request testing to determine if their child is in need of special education.

STUDENT DRIVING AND PARKING
School District policy requires that if students drive to school, they must comply with the following regulations. Failure to comply may result in suspension or expulsion, and the privilege to drive to and from school may be revoked.

1. No student is to drive or ride in an automobile or other motor driven vehicles during his/her scheduled school day, including lunch, without permission of the administration.
2. No student is allowed to be in a parked car during school hours. No loitering in the parking lot in between classes or during lunch.
3. The vehicle is to be parked in the school parking lot during the school day.
4. The student must comply with all provisions governing the use of motor vehicles for the State of Oregon.
5. Driving infractions will result in referrals to the police. The school may also provide consequences such as detention, suspension, towing, and/or loss of driving privileges.

Vehicles Subject to Search - Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. The search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

STUDENT INSURANCE COVERAGE
Student insurance is offered for the school year through an insurance company. (Information will be available at registration time.) The plan is optional and is purchased by the student. It is designed to assist in the payment of medical expenses resulting from accidents. All injuries must be reported immediately to the supervising teacher or the office. The school office will provide accident and claim forms. It is the policy of the school district that all students participating in interschool athletics (including managers, cheer team, statisticians, etc.) must register for school insurance or provide proof of family insurance coverage. John F. Kennedy High School is neither in the insurance business nor an agent for the company that provides coverage for students.

STUDENTS INTERRUPTING CLASSES
Students are not to enter any classroom during the class period without written permission from the office.

STUDENT/PARENT COMPLAINTS
Personnel Complaints - A student or parent who has a complaint concerning a classroom teacher should first bring the concern to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the teacher. If the outcome of the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within ten working days. The superintendent 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 in care of the superintendent within ten working days following receipt of the superintendent’s decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints - A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building administrator.

Instructional Materials Complaints - Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district’s educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process. All school offices will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form. The Reconsideration
Request Form shall be signed by the complainant and filed with the superintendent. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent. If the complainant is not satisfied with the decision, a request may be made that the matter is placed on the agenda of the next regularly scheduled meeting of the Board.

Students with Disabilities Complaints - A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district’s services, activities, or programs to a student, should be directed to the school principal.

Students with Harassment Complaints – Harassment by staff and students on the basis of race, color, religion, sex, national origin, disability, marital status, or age is strictly prohibited in the district. The district includes district facilities, district premises, and non-district property if the student or employee 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 by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited in the district. The 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 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 been involved in the complaint presented.

**Step I** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step II** The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with
all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

[A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

**Step III** 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 ten (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 ten (10) working days.

**Step IV** 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 ten (10) working days after receipt of the Step III decision. The Board shall, within twenty (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 ten (10) working days following completion of the hearing.

**Step V** 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.

**TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students - In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, and the district will identify students as required by state and federal law.

**Appeals** - Parents may appeal the identification process and/or placement of their student in the district’s program for talented and gifted students by contacting the Superintendent.

**Programs and Services** - The district’s talented and gifted program and service options will be developed and based on the individual needs of the student.

**TARDY POLICY**

Students are expected to be in class on time with appropriate materials when the bell rings. A tardy constitutes being late to class within the first 10 minutes. After 10 minutes, the student is considered absent. An excused tardy is one authorized by a staff member. The teacher will issue the student a hall pass excusing the tardy. After the fifth tardy, a referral will be written and reviewed by the administration. Consequences may result in lunch detention, community service, ISS (in-school suspension) or out of school suspension.
TEACHER CONTACT/EMAIL
If parents desire a conference with a student’s teacher, it is important to schedule the conference in advance at times convenient for the parent and teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher’s class. Teachers are not always available via phone and we encourage parents to leave messages at the teachers’ phone or e-mail, day or night.

TELEPHONE
School phones are for staff use only. Students desiring to make personal calls must do so on the courtesy telephone located in the main office. Students needing to make business calls in connection with school functions must secure permission from the office before using the office phones. The secretaries are instructed not to accept phone messages for students from anyone but parents or guardians. We must further request parents to restrict their calls to unusual or unforeseen reasons to eliminate interruptions of classes to deliver messages. We earnestly request parents to plan ahead and eliminate these calls whenever possible.

TRANSCRIPTS/TRANSCRIPT RECORD
Transcripts will be sent free for present John F. Kennedy HS students. See the registrar in the main office. Transcripts reflect the student’s academic progress through high school. Transcripts are provided to/for current students on a regular basis throughout their high school career. Transcripts may reflect courses required for graduation that were taken off campus (i.e. Chemeketa Community College) if the student has pre-arranged that course with his/her counselor. The official grade of these courses will be recorded on the transcript and entered into the high school grade point average. Transcripts will not reflect courses taken off campus (i.e. Chemeketa Community College) for enrichment purposes.

TRANSCRIPT EVALUATION
Transcript 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.

TRANSFER OR WITHDRAWAL FROM SCHOOL
Parents should notify the school registrar by either phone or note prior to the student’s last day of school. On the student’s last day he or she will be asked to take the withdrawal form to all his/her classes and the teacher will indicate the current class grade. Students must complete the withdrawal form. Students will be asked to return all books and supplies. He or she will be expected to pay for lost or damaged textbooks and other applicable fees.

USE OF GYM AND WEIGHT ROOM FACILITIES
During school hours, the gymnasium, weight room, and shower/locker room areas are open only to students in physical education classes. Students are not allowed on gym floors with street, wet, or dirty shoes, and are not allowed on gym mats with shoes.
**VALEDDCTORIAN/SALUTATORIAN**

The Valedictorian award will be given to the student with the highest cumulative GPA at the end of the third progress report during the 8th semester of high school, which occurs in mid-April. The Valedictorian must be graduating with an Honors Diploma. Students must be on track to obtain 27.5 credits to be eligible, including 24 credits in which grades are A-F and not Pass/Fail. For the classes of 2021 and beyond, student(s) with the highest GPA and receiving the most honors credits will be awarded this distinction.

The Salutatorian award will be given to the student with the second highest cumulative GPA at the end of the third progress report during the 8th semester of high school, which occurs in mid-April. The Salutatorian must be graduating with an Honors Diploma. Students must be on track to obtain 27.5 credits to be eligible, including 24 credits in which grades are A-F and not Pass/Fail. For the classes of 2021 and beyond, the student(s) receiving the second highest GPA and the most honors credits or the student(s) tied for the highest GPA and having the most honors credits will be awarded this distinction.

**VALUABLES**

Sizable amounts of money or valuables carried by students should be checked into the main office in the morning to be placed in the safe until the end of the day. Valuables should not be placed in PE lockers or hall lockers. The school WILL NOT be responsible for money, clothing or other valuables brought to school and not checked in the office.

**VISITORS AND GUESTS**

Visitors on campus for the purpose of school business must sign in at the school office to receive permission to be on campus during school hours. John F. Kennedy High School is a closed campus between 7:55 a.m. and 3:00 p.m. to anyone who does not have official business in the school. Student guests from other schools or friends of JFK students are not allowed to visit during the regular school day.

**YEARBOOK**

The school annual is published during the summer following the school year and is delivered in the fall.

**STUDENT CLUB ACTIVITIES**

**STUDENT CLUBS AND ACTIVITIES**

A number of clubs and organizations have been organized to encourage every student to participate. It is the student’s opportunity to place in operation principles and ideas of student interest. Faculty members are appointed to serve as advisors. Only clubs or groups cleared through the administration will be allowed to meet on school grounds and they are expected to meet before or after school, or during the lunch periods.

Forming a Club: Additional clubs and organizations may be formed during the year by:

1. Obtaining approval from the Principal.
2. Obtaining an advisor who is an employee of John F. Kennedy High School.
3. Submitting the names of proposed club members.
4. Stating purpose and activities.
5. Drafting a club constitution.

Fundraising: All fundraising must be approved through the Administration.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA is an educational organization for students who are interested in or preparing for careers in business or business education. This organization gives students the chance to learn about the business community as they prepare to become a part of it by developing business competencies. They learn to lead and participate in group discussion, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Projects include professional, civic, service, career development, and social awareness activities.

**NATIONAL FFA ORGANIZATION**

The National FFA organization welcomes high school students who are enrolled in Agricultural Science and Technology classes. FFA is an integral part of the agriculture program that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Members participate in activities such as public speaking, parliamentary procedures, agricultural mechanics, and many judging career development events.

**NATIONAL HONOR SOCIETY (NHS)**

The National Honor Society Chapter of John F. Kennedy High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the National Office of NHS and have been revised to meet our local chapter needs. A Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each fall, selects students. Students in grades eleven and twelve are eligible for membership. New members are selected in the fall of their sophomore year. Eligible students could also apply later during their senior year. For the scholarship criterion, a student must have a minimum cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. The Faculty Council also verifies that the student demonstrates outstanding character.

A formal Induction Ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance or better, in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in other community service projects.

**STUDENT EDUCATION RECORDS**

**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 main office. Permanent records shall include:

1. Full legal name of the 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.
10. Date of withdrawal from school.
11. Social security number
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 ten (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, or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student’s progress may not be withheld.

**REQUESTS FOR EDUCATION RECORDS**

The district shall, within ten (10) days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency, or youth care center in which the student was formerly enrolled and shall request the student’s 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 requestor has the right to a hearing as follows:

1. Parent shall make the request for a 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 hearing panel shall consist of the following:
   a. The principal or designated representative
   b. A member is 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.

The principal or designated representative shall preside over the panel. He/she 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 and 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 Education 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 DIRECTORY INFORMATION

Directory information means those items of personally identifiable information contained in a student’s education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information:

- Student’s name.
- Student’s address.
- Student’s telephone listing.
- Student’s photograph.
- Date and place of birth
• Participation in officially recognized sports and activities.
• Weight and height of athletic team members.
• Dates of attendance.
• Degrees or awards received.
• Most recent previous school or program attended.

STUDENT DISCIPLINARY ACTION

EXPLANATION

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Actions will be recorded in the student’s behavioral file. Depending on the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

STUDENT CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

PARENT NOTIFICATION

A legal guardian is notified by telephone, personal contact, or letter informing him/her of their student’s status at school.

CONFERENCE

A legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved.

DISCIPLINARY REASSIGNMENT

An administrator may reassign a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a referral to counseling, a schedule change, a work assignment around school, and/or after school detention. At this time, students may be advised of district or community alternatives.

LUNCH DETENTION

Lunch detentions will be assigned at the discretion of the administration.

AFTER-SCHOOL COMMUNITY SERVICE

After-school community service will be assigned at the discretion of the administration.

IN-SCHOOL SUSPENSION

At the administrator’s discretion, in-school suspension may be assigned.
**OUT-OF-SCHOOL SUSPENSION**

A student may be suspended from school for up to and including ten (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 re-admission, and an opportunity to appeal the decision. A suspension may not exceed ten (10) consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of the student’s suspension. 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 academic penalty. The student may be advised of district or community alternatives.

**EXPULSION PROCESS**

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 the 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.

The principal or his administrative designee, through the superintendent, may recommend that a student be expelled. The superintendent suspends the student pending a hearing and/or action. Through this action of the superintendent, the student is excluded from school attendance and from all non-public activities in the district. A decision by the superintendent to expel may be appealed to the School Board. In some situations, a diversion contract may be implemented.

The expulsion, in cases of severe physical assault upon school personnel, may result in expulsion from school for a full calendar year. The student and legal guardian are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance with the rights of the student within due process. The legal guardian upon request to the school administrator may review these rights.

**DISCIPLINE OF DISABLED STUDENTS**

Any student, regardless of a disability, who engages in conduct which would warrant suspension, may be suspended for up to ten (10) consecutive calendar days. If the student in question is on a current IEP (Individual Education Program) then a meeting must be held to determine if there is a direct relationship between the student’s misbehavior and his/her identified disability(ies). If the team determines that there is no relationship, the student will be treated as any non-disabled student would be in a similar situation and a new plan may be put into place concerning the student’s placement.

If it is determined that there is a direct relationship between the student’s disability and the misbehavior, a Functional Behavioral Assessment will be performed within the ten (10) days to construct
a behavior intervention plan, review existing behavior interventions plans, and review a possible change of placement. An IEP team meeting will be held, also within the ten (10) days, to approve and/or modify the interventions and change of placement. The IEP team will include, but not be limited to, the student’s parent, their case manager or a special education teacher, a regular classroom teacher, and a school administrator. If the offending student’s actions were a physical threat to himself or others, such as possession of a weapon or illegal drugs, the school officials may order a 45 calendar day alternative interim education setting to be decided on by the IEP team. A hearing officer will determine the final placement.

Upon the student’s return, there may be a request for an additional evaluation and the IEP team must meet to revise the existing plan.

**STUDENT RESPONSIBILITIES**

Students of JFK are expected to:

1. Achieve and maintain a sound education program by good study habits, regular attendance, and participation in school.
2. Uphold the honor of our school by clean, neat, and appropriate dress, respect for school property, and respect for faculty and fellow students.

It is the belief that these statements represent guidelines that establish the general framework for what is expected of all students and are specific enough to be meaningful.

**BICYCLE USE**

Bicycle riders must observe safe and lawful practices. All bicycle riders under the age of 16 must comply with the Oregon helmet law. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

**BUS/TRANSPORTATION RULES**

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

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 afternoon.
5. Students will not bring firearms, weapons, or other potentially hazardous material (i.e. glass or aerosol cans) on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while the bus is in motion.
8. The bus driver may assign students seats.
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.

Disciplinary Procedures for Violations of Bus/Transportation Rules - The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. The first written citation will serve as a warning.
2. On the second written citation, the bus driver will contact the parents and the building principal and the student will be placed on probation.
3. On the third written citation, the parent and the student’s principal will be contacted and disciplinary action will be taken which may include suspension or revocation of bus riding privileges. The principal may impose consequences deemed appropriate at the time.

In all instances, the appeal process may be used if the student and/or parent desire. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

The school designee has the authority to suspend a student’s privilege of transportation for any time he/she deems appropriate, but not to exceed the school year. In all cases where bus riding privileges are suspended, the student’s parents or guardians shall be notified by the school designee and a conference time offered. If appropriate, the school designee can require a parent conference before considering reinstatement of a student’s riding privileges. Every attempt will be made by the building designee to ensure a parent conference will be held to resolve the problem.

CLOSED CAMPUS POLICY

Students may not leave the school grounds until the school day closes (or the end of their scheduled day), without parental permission and signing out in the office.

DISPLAY OF AFFECTION

As part of the responsibility of the school community, students are expected to exercise discretion in public display of affection. The sensitivity of other individuals present must be given due consideration. Actions, which make other students/staff uncomfortable, are not acceptable and will result in the following consequences:

1. First offense - the names of the students will be referred to the appropriate counselors who will confer with the students.
2. Second offense - the names of the students will be referred to the appropriate counselors who will confer with the students and notify administration.

DRESS CODE

John F. Kennedy High School is proud of its students and their continual efforts at selecting dress attire that is appropriate for the school setting. Appropriate appearance should follow acceptable contemporary fashion and should reflect positively on the individual, his/her family, and the school. The basic criteria should always be in good taste whereby the pride of the individual is projected. The
following distasteful, extreme, or unconventional dress that would interfere with the educational process and/or create safety hazards will not be allowed:

1. No clothing with words or logos with alcohol, tobacco products, drugs, vulgarity, violence, bigotry, or sexual connotations, or those containing double meanings about the above-listed items.
2. No clothing that creates a safety hazard (i.e., oversized “saggy” pants which prevent students from safely using stairs and exiting the building quickly during an emergency). Pants should fit at the waist, with no underwear showing. If a belt is worn, it must be worn through all belt loops and not hanging below the waist.
3. No chains of excessive length or size may be attached to belts, wallets, or pant loops.
4. No attire shall be worn that compromises modest. Immodest clothing such as halter tops, tube tops, strapless dresses and tops, muscles shirts, backless tops/dresses, see-through attire cannot be worn during school hours and school-sponsored activities. Clothing that exposes inappropriate areas, including undergarments and midriffs, shall not be worn at school.
5. No clothing that is inappropriate to the degree it makes another student or staff uncomfortable.
6. Hats should be unaltered from their original condition and not create a disturbance in the building. Hats should be removed in the classroom when asked by staff.
7. No clothing or symbols, which promote or identify gang membership (the wearing of one specific color, such as red, blue, etc.; coats or hats that have gang names, style writing and/or street names displayed on them, no bandannas, do-rags, or hairnets). The rules for personal attire will be interpreted with enough flexibility to address the issue of gang related content as those symbols change from year-to-year.
8. No sunglasses are to be worn in the building at any time, unless a licensed physician medically prescribes them.
9. Clothes must be free from excessive tears, rips, holes, etc.
10. No running or biking shorts, swim trunks, and cut-off sweatpants.

Any student not following the above criteria for personal appearance will be referred to a counselor and/or administrator.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the building administration and may be denied the opportunity to participate if those standards are not met. The personal appearance standards for students will be interpreted with enough flexibility to maintain at all times a safe, positive learning environment on the John F. Kennedy High School campus.

**GANG SIGNS**

Students shall not:
1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoos, drawings, or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang.
3. Use any speech or commit any act in furtherance of the interest of any gang or gang activity including, but not limited to:
   a. Soliciting others for membership in any gangs
   b. Requesting any person to pay protection or otherwise intimidating or threatening any person
   c. Inciting other students to act with physical violence upon any other person
4. Commit any other illegal act or other violation of school district policies
Violation of this policy will result in disciplinary action up to and including expulsion from school.

**ELECTRONIC DEVICES**

We believe radios, tape recorders, personal stereos, pagers, cell phones, video recorders, laser pens, etc. are a disruptive factor to the designated business of this school. However, we do understand that Personal communication devices (i.e. cell phones, personal digital assistants (PDA), and portable music players) are allowed on school property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school-sponsored activities or violate School Board policies, administrative regulations, school or classroom rules, state and federal law. However, they have become a necessary instrument for family communication and classroom tool. Therefore, the following guidelines shall apply:

1. The school is not liable for any cell phone, or other personal electronic devices.
2. Students may use personal electronic devices as part of the learning experience.
3. Personal electronic devices may be used during passing time, during assigned lunches, before and after school.
4. Personal stereos with headphones only are allowed outside of class time. Classroom usage of personal stereos lies at the discretion of the classroom teacher.
5. Laser pointers, intense flashlights, or similar devices are not allowed any time.
6. All other items listed are not to be used in the school building at any time, unless administrative approval is granted.

Consequences:

1. **1st Offense** - Confiscation and returned to the student at the end of the class period.
2. **2nd Offense** - Confiscation and returned at the end of the school day from the front office.

**HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, AND MENACING**

John F. Kennedy High School is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

**RIGHT OF DUE PROCESS**

This handbook (see Guidelines for Student Conduct) has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school’s actions. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. The following summary is only to acquaint students and guardians that such a procedure exists.

**SEARCH AND SEIZURE/QUESTIONING**

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 there is evidence of a violation of a law, Board policy, administrative regulations, or the District’s Guidelines for Student Conduct is present.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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 is evidence of a violation of law, policy, regulation, or the district’s Guidelines for Student Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

When 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 contact the parent/guardian so that the responsible adult may be notified of the situation.

If custody and/or arrest is involved, the principal or designee will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

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

**STUDENT 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.

**STUDENT ACADEMIC INTEGRITY POLICY**

In accordance with our mission statement that advocates for students becoming stewards of their world and in accordance with our Honor Policy, we at John F. Kennedy High School believe in the academic, social, and ethical well-being of our students. Recent studies and polls of students have shown that cheating in school happens more frequently than we would like. With the emphasis on excellence and the need for better grades, some students believe that cheating is justified. Cheating either in the classroom or on outside work (including homework), will not be condoned. Each teacher will discuss cheating at the beginning of each semester. As a result, the academic integrity policy and procedure was developed in an effort to foster, teach, and encourage appropriate ethical behavior.

Below are the key elements of the policy that deserve emphasis and attention.

Cheating includes acts or attempted acts in which a student takes credit for work that he or she did not do or helps another student take credit for work that is not his or her own.

Cheating includes, but is not limited to:

- Copying from others or allowing others to copy from you.
• Collaborating on assignments without authorization.
• Using unauthorized materials (including using cell phones and other electronic devices when not allowed)
• Presenting work created by another as your own
• Re-using work from one class in another without permission
• Falsification of evidence or research findings

Plagiarism is one of the most common forms of cheating but can be easily avoided.

**Plagiarism includes, but is not limited to:**

• Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source.
• Utilizing another person's ideas, theories, or opinions without acknowledgment.
• Downloading, cutting, and pasting, or even just rewording portions of websites or resources is a form of plagiarism.
• Downloading, cutting, and pasting images, charts, tables, graphs, etc. without citing the source.

**Range of Consequences**

Students who cheat or plagiarize will receive one or more of the following consequences:

• A zero on the assignment in question with no opportunity to make-up credit, including extra credit
• Notification of parents and the principal
• Notification of student counselor
• Grade reduction for the class
• Notification of National Honor Society, ASB, and/or other clubs which may include revoking of membership or leadership roles.
• Notification of teachers who have written letters of recommendation for the student
• Letters of recommendation to colleges withdrawn or amended
• Notification of scholarship and award committees
• Possible revoking of Honors Diploma
• Possible removal from mentorship programs such as Big Brother/Big Sister and other leadership or honorary positions
• In school suspension
• Out-of-school suspension
• Additional consequences may be administered under the John F. Kennedy High School Code of Conduct.
• Attempting to change a grade on a test or assignment already marked by staff or any change made to a grade book or computer file is considered a major infraction and will result in an out-of-school suspension.
• Students stealing a test, teacher guide, and/or teacher textbook can also be subject out-of-school suspension and/or criminal prosecution.

**STUDENT CODE OF CONDUCT**

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

Students will be subject to discipline, including detention, suspension, diversion program, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, but not limited to:
1. Theft, taking, giving, or receiving property not belonging to the student.
2. Disorderly conduct, including disruption of the district environment.
3. Damage or destruction of district property.
4. Damage or destruction of private property on district premises or during district activities.
5. Assault or threats of harm to self or others (including bomb threats).
6. *Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used and is readily capable of causing death or physical injury.
7. **Any possession or use of tobacco by a registered student.
8. **Any possession or use of alcohol or unlawful drugs by a registered student.
11. Lying/forgery.
12. Leaving school grounds or school-sponsored events without permission.
13. Directing profanity, vulgar language, or obscene gestures toward other students.
14. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
15. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
16. Committing extortion, coercion, or blackmail, which is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence.
18. Inappropriate physical or sexual contact disruptive to other students or school environment.
19. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.
20. Hazing, to force another person to do a ridiculous, humiliating, or painful task.
21. Vandalism, malicious mischief, theft.
22. Violation of law, board policy, administrative regulation, school or classroom rules.
23. Persistent failure to comply with rules under the lawful directions of staff or district officials.
24. Possessing any type of knife.
25. Automobile misuse, inappropriate use of an automobile on or near school property; includes parking, speeding, and unsafe driving.
26. Assault or menacing of a district employee or student by word or conduct that places the other person in fear of imminent serious physical danger.
27. Harassment or coercion against any employee or student.

*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 (5) years imprisonment, $100,000 fine and forfeiture of firearm and/or other dangerous weapons or all three. 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.

*In accordance with Federal law, students bringing a weapon to school shall be expelled for up to one year. However, on a case-by-case basis, the superintendent may determine that an expulsion for less than one year is appropriate.

**In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine of up to $100. Any person who distributes, sells, or causes to be sold, tobacco in any form for a
tobacco-burning device to a person under 18 years of age is subject to a fine of not less than $100 and up to $500. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years imprisonment, $100,000 fine, or both.

**SKATEBOARDS, ROLLER BLADES, ETC.**

Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboards, roller skates, scooters, etc. on school grounds is not allowed. Students will be informed they are not to ride these items on school property. Students who bring their skateboards, etc. into the school will carry them when they reach school property and store them in assigned lockers for the day. Skateboards, etc. used on school grounds will be confiscated by school authorities and placed in the office for parents to retrieve.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Among these students rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
2. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes injure his/her rights.
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, and not infringe upon the rights of others.
6. The right to privacy, which includes privacy with respect to the student’s educational records.
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

**SUSPENSION PROCESS**

An approved school administrator or an administrative designee may suspend students. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges, and an opportunity to present his view of the alleged misconduct. The suspending administrator may postpone the procedures if there is a risk that harm will occur if the suspension does not take place immediately.

In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. The Board of Directors will have the right of final review of the suspension action.

A “Short Suspension” will consist of an exclusion of a student from school and all non-public activities in the school for a period of up to three (3) school days. In these cases, a conference between the administrator, student, and other appropriate persons will be conducted.

A “Long Suspension” will consist of an exclusion of a student from school and all activities in the school for a period of four to seven (4-7) calendar days. A conference between the administrator, student, and other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges and may request a conference with appropriate school authorities.
**ALCOHOL AND OTHER DRUGS**
Possessing, buying, use of, or being under the influence of an alcoholic beverage, any controlled substance, or drug paraphernalia during school hours or any school-sanctioned activity is prohibited. Possessing, buying, use of any “look-alike” substance will be subject to the same procedures.

Offenders are subject to school consequences ranging from In-School Suspension to Out-of-School Suspension, depending on frequency and severity of the offense.

Selling, distributing or possession with the intent to sell alcoholic beverages, any controlled substance, or drug paraphernalia during school hours or at any school-sanctioned activity is prohibited. Selling, distributing any “look-alike” substance will be subject to the same procedure.

Offender will be suspended with a recommendation for expulsion pursuant ORS.339.250. The appropriate law enforcement agency will be notified.

**TOBACCO**
The use or possession of tobacco on or about the school premises or at a school-sponsored activity is prohibited.

Offenders are subject to school consequences ranging from In-School Suspension to Out-of-School Suspension, depending on frequency and severity of offense.

**VEHICLES ON CAMPUS**
Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver’s license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy 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.

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

The building principal or designee for violations of Board policies, administrative regulations or school rules may revoke parking privileges, including driving on district property.

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

**Vehicles Subject to Search** - Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. The search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
SUMMARY OF DISCIPLINE

These rules and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. This rule applies to student conduct, which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.
5. Off school premises when such conduct involves threats or harm to students, staff and/or District property.

In addition, the student may be referred to a school counselor, the Intervention Team, the Youth Services Team, or Threat Assessment Team.

Student Interview by Police Officers – Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.

*These offenses carry the possibility of suspension of driving privileges or the right to apply for driving privileges from the Oregon Department of Transportation per ORS 339.254.

*Printed copies of this handbook will be made available upon request in the office.