Scappoose High School

2016-2017

Student Handbook

The strength of the Indian lies in the tribe

Welcome to Scappoose High School

The administration and staff at Scappoose High School welcome you to the 2016-2017 school year. We are delighted that you will be a member of our student body and look forward to doing all that we can to make this year both successful and memorable for you. Our primary goal is to provide a safe and nurturing environment to work, learn, and grow as you start to make your mark in the world.

The material in this student handbook section is to provide you and your family with information that will assist you in having a successful year at SHS. Please take time to review the information in the sections that follow and become familiar with the contents. As a high school student, it is our expectation that you be responsible for being aware of the information contained here.

We anticipate that this will be an amazing year for our student body. If there is anything we can do to help you throughout the school year, please do not hesitate to contact any staff member here at SHS. Best wishes on a great school year! Go Tribe!

Respectfully,

Jim Jones
Principal, Scappoose High School

Bell Schedule

LATE START MONDAY

	START	END	MINUTES
PERIOD 1	9:30	10:20	50
PERIOD 2	10:25	11:15	50
PERIOD 3	11:20	12:10	50
LUNCH	12:10	12:45	35
PERIOD 4	12:45	1:35	50
PERIOD 5	1:40	2:30	50
PERIOD 6	2:35	3:25	50

TUESDAY-FRIDAY

	START	END	MINUTES
PERIOD 1	8:30	9:30	60
PERIOD 2	9:35	10:35	60
PERIOD 3	10:40	11:40	60
LUNCH	11:40	12:15	35
PERIOD 4	12:15	1:15	60
PERIOD 5	1:20	2:20	60
PERIOD 6	2:25	3:25	60

TWO HOUR WEATHER DELAY

	START	END	MINUTES
PERIOD 1	10:30	11:10	40
PERIOD 2	11:15	11:55	40
PERIOD 3	12:00	12:40	40
LUNCH	12:40	1:15	35
PERIOD 4	1:15	1:55	40
PERIOD 5	2:05	2:45	40
PERIOD 6	2:50	3:30	40

ASSEMBLY

	START	END	MINUTES
PERIOD 1	8:30	9:25	55
PERIOD 2	9:30	10:25	55
PERIOD 3	10:30	11:25	55
LUNCH	11:25	12:00	35
PERIOD 4	12:00	12:55	55
PERIOD 5	1:00	1:55	55
PERIOD 6	2:00	2:55	55
ASSEMBLY	3:00	3:25	25

J-TERM

	START	END	MINUTES
PERIOD 1	9:30	11:15	105
PERIOD 2	11:20	1:05	105
LUNCH	1:05	1:40	35
PERIOD 3	1:40	3:25	105

Administration Team

Jim Jones	Principal	jjones@scappoose.k12.or.us
Brad McKedy	Vice Principal	bmckedy@scappoose.k12.or.us
Robert Medley	Athletic Director/ Dean of Students	rmedley@scappoose.k12.or.us
Jami Schmid	Lead Secretary/ Accounts Manager	jschmid@scappoose.k12.or.us
Tina Gift	Program Specialist/Attendance	tgift@scappoose.k12.or.us
Brenda Lohman	Program Specialist/Athletics	blohman@scappoose.k12.or.us
Josie Bradley	Program Specialist/ Registrar	jbradley@scappoose.k12.or.us
Nicole Verzino	Clerical Assistant	nverzino@scappoose.k12.or.us
Alison Howell	Counselor A- I	ahowell@scappoose.k12.or.us
Britany Phillips	Counselor M -Z	bphillips@scappoose.k12.or.us
Whitney Scott	Counselor J - L, TAG/AP Coordinator	wscott@scappoose.k12.or.us
Courtney Scott	Activities DIrector	cscott@scappoose.k12.or.us

Scappoose High School Site Council

Role- The primary role of the Scappoose High School Site Council is to help provide guidance in the areas of professional growth for school staff and improvement of the school's instructional programs. The Scappoose High School Site Council also provides a forum for staff, students, parents and community members to raise issues and concerns relating to Scappoose High School.
Mission- The Site Council supports Scappoose High School in providing students an equal opportunity to fulfill their potential, to seek and achieve excellence, and to graduate with a quality education that will prepare them for life as young adults.
Authority- The Site Council is responsible for shaping policies and procedures at the building level for approval by the School Board. The Site Council reviews and approves proposals prior to board consideration.

2016 - 2017 Scappoose High School Site Council Members

Annette Pixley: Parent, Chairperson: apixley@shcu.org

Jim Jones, Principal, jjones@scappoose.k12.or.us

Counselors, rotating schedule

Susie Erickson: Math Teacher, serickson@scappoose.k12.or.us

Tina Gift: Classified, tgift@scappoose.k12.or.us

Jeff Baker: Parent, jbphoto1967@gamil.com

Sanna Ekstrom: Parent, ,ekstromfamily@yahoo.com

Judy Reed: Parent, mjreed@opusnet.com

Trina Spang: Parent, trspang@comcast.net

We will also have student representatives that will be selected in the fall. If interested in joining site council, please email our Chairperson, Annette Pixley.

Who To See for Information

Activities and Clubs	Courtney Scott	Leadership Room (S2)/Library
ASB Cards	Jami Schmid	Main Office
Athletics	Robert Medley	Athletic Office
Athletic Forms	Brenda Lohman	Athletic Office
Attendance	Tina Gift	Main Office
Bulletin Notices	Courtney Scott	Leadership Room (S2)/Library
Class Schedules	Counselors	Counseling Office
College Information	Counselors	Counseling Office
Discipline	Robert Medley	Athletic Office
Fees/Fines	Jami Schmid	Main Office
First Aide/Medications	Secretaries	Main Office
General School Issues	Jim Jones	Main Office
Lost and Found	Secretaries	Main Office
Lockers	Tina Gift	Main Office
Schedule Changes	Josie Bradley	Counseling Office
Security/ Parking Permits	Duane Feakin	Athletic Office
Transcripts	Josie Bradley	Counseling Office
Withdrawal From School	Tina Gift	Main Office

Scappoose High School

2016- 2017

ASB and Class Officers

ASB:

President: Beau Groom

Cabinet Members:

NJ Johnson

Allyah Cates

Toni Fleming

Freshman:

President: Isaiah Ebert

Emma Kessi

Emma Jones

DJ Backus

Sophomore:

President: Natalie Kenoyer

Shayna Redpath

Nikki Jacobson

Belle Erhardt

Juniors:

President: Annabelle Broderick

Nicky Gill

Kenzy Sue

Karlie Ragan

Seniors:

President: Mason Thorpe

Alyssa Spang

Nicole Lukinbeal

Hunter Holmason

SCAPPOOSE HIGH SCHOOL
SCHOOL CODE: 381-060
2016-2017 TESTING DATES

PSAT:

PSAT TEST DATE	PSAT INFORMATION
Wednesday, October 19	**Location:** Scappoose High School, 8 to noon **Sophomores:** All sophomore students will take the PSAT. It is free of charge and mandated by the Oregon Department of Education. **Juniors:** Limited tests will be available for Freshmen and Junior students for $15. Freshmen & Junior students may begin registration for the PSAT October 1 in the counseling office.

SAT:

SAT TEST DATE	REGISTRATION DEADLINE
October 1	September 1
November 5	October 7
December 3	November 3
January 21	December 21
March 11	February 10
May 6	April 7
June 3	May 9

Registration: http://sat.collegeboard.org/register **Cost:** $57 w/ essay

ACT:

ACT TEST DATE	REGISTRATION DEADLINE
September 10	August 5
October 22	September 16
December 10	November 4
February 11	January 13
April 8	March 3
June 10	May 5

*Scappoose High School is **NOT** a testing location for the ACT. Students and Parents, please plan accordingly.*

Registration: http://www.actstudent.org/regist/ **Cost**: $58.50 w/ writing

AP EXAMS:

AP EXAM	AP TEST DATE/TIME
AP English Literature & Composition	May 3, 8AM
AP United States History	May 5, 8 AM
AP Calculus	May 9, 8 AM
AP Language & Composition	May 10, 8 AM
AP Statistics	May 11, 12 PM

Registration: Opens in March, SHS counseling office **Cost:** $92 (2016 fee)

Information will be given to students in January.

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

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Scappoose School District Office for additional information and/or compliance issues: Superintendent Stephen Jupe.

PREFACE

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

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

For additional clarification, please refer to Scappoose School District 1J School Board Policies.
http://www.scappoose.k12.or.us
Links – Board of Directors
School Board Policies

ADMISSION

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

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

Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the District.

ALTERNATIVE EDUCATION PROGRAMS

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

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

In-District Alternative Education Programs

- Credit Recovery-On Track
- Oregon Outreach, Inc.
- Instructional activities provided by other accredited institutions
- Others as approved by the District

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

ACADEMIC ELIGIBILITY POLICY FOR ATHLETIC/ACTIVITY PARTICIPATION SUMMARY

Activities are defined to include any club, class or student government entity where students may be excused from class to participate, (i.e. Student Council, Drama Club, Choir, Band, etc.).

SHS grading policy will be in the athletic clearance forms.

OSAA Ineligibility: A student who fails to pass five (5) subjects at the end of each semester grading period. Student will remain ineligible for the duration of the semester.

A copy of the complete policy is available in the Athletic Director's Office.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the District's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ATTENDANCE

All students between the ages of 7 & 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) 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 C violation of law and is punishable by a court imposed fine by ORS 339.925.

The District will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and his/her parent(s)/guardian(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent 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 C violation;
3. A citation may be issued by the District in the amount to a $150 fine as per board policy;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care of custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than $600.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

Absences and Excuses

Students must bring a note signed from the parent/guardian that describes the reason for their absence **on the day they return to school** or a parent must telephone the attendance office to excuse their child's absence. **Absences not excused in a timely manner will stay as unexcused absences**. Absence from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical/dental appointments;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
- Pre-arranged absence. Forms available in Main Office.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who leaves school during the day must bring a note from his/her parent or a parent must telephone the Attendance Office to excuse the student. A student who becomes ill during the school day should, with the teacher's permission, report to Attendance. The school nurse or secretary will decide whether or not the student should be sent home and will notify the student's parent as appropriate. Students who leave campus without checking out with Attendance will be subject to disciplinary action/suspension.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. **The student is responsible for making up work missed during an absence as scheduled by the teacher. Students with unexcused absences will not be allowed to make up work missed**. Parents should contact the Attendance Office to arrange for the collection of homework assignments for a student who will be absent several days. Please allow at least 1 day to get homework from teachers. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

Attendance Eligibility for After School Events

In order for a student to be able to participate in an after-school event (this applies to spectators also) he/she must attend school all day on the day of the event, unless pre-arranged with the administration. Administrative decisions will be final.

Irregular Attendance/Truancy

Truancy is defined as a situation in which a student is absent from school or from any class without permission. This includes students who leave school grounds without a "permit to leave campus". Truancy or unexcused absence will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Tardy Policy

Each staff member will provide a tardy policy for his/her classroom. The teacher will hold the student accountable for their tardies to class and communicate home to the parent/guardian when necessary. Excessive tardies will be turned over to the administration for disciplinary action.

Ten Day Withdrawal
A student will be withdrawn from school if absent for 10 consecutive days. A Parent/Guardian will be notified.

ASBESTOS
The District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the District Office.

The superintendent serves as the District's asbestos program manager and may be reached for additional information.

CAFETERIA – School Breakfast/Lunch Program
The school breakfast/lunch program is operated by the District under the regulations of the National School Lunch Act. It is open to all students, adult personnel, and parents who wish to eat with their child.

The school lunch program is operated on a nonprofit basis. Parents may apply for free or reduced meals for students attending school. Application forms and eligibility requirements are available in the Main Office as well as on the School District Website.

Students will need to use their student body cards in order to purchase lunch/breakfast. The cafeteria will be accepting deposits to student lunch accounts in the mornings only. For replacement cards there will be a fee of $5.00.

CELL PHONE USE AND ELECTRONIC DEVICES
Students will not use cell phones and electronic devices including IPods or MP3 players during class times. Use during class will result in confiscation by the teacher, administrator, or campus security. Confiscated items will remain in the Dean of Student's Office. Parents will need to come in to pick up student phones and electronic devices after the first offense.

CLASS RANKING
The District valedictorian and salutatorian may be permitted to speak as a part of the District's planned graduation program at the discretion of the building principal or designee. (Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule.)

COMPUTER LOGIN AND EMAIL ACCOUNTS (Students)
All students at SHS will be assigned a username and password to log on to the computers at SHS and to access their student email account. Parent and student each must sign the District Internet Agreement before username/password are given to students.

COMPUTER AND MEDIA EQUIPMENT
Students have access to school computers as well as, video and photographic equipment, and are expected to use them appropriately for educational purposes only. Failure to comply with guidelines posted will result in disciplinary action and denial of access to school computers and other school equipment.

CLOSED CAMPUS

The school campus is closed once a student arrives at school in the morning. There is a limited open campus at lunch (see below). Students must remain on campus and observe off-limit areas as identified below:

1. South of gym (football field area)
2. East of shop (baseball field area)
3. North of street (softball field, Grant Watts and the brush area around the District Office)

Limited open campus at lunch

Campus will be closed at lunch for all freshmen and sophomores. Only juniors and seniors with good attendance and not failing any classes will be allowed to leave campus during lunch.

All school rules apply during lunch.

Student Driving At Lunch

Students are not allowed to drive at lunch.

Riding in vehicles at any time during the school day is forbidden. Failure to comply with this regulation will result in disciplinary action and/or forfeiture of driving privileges at school.

Student Drivers

All students must register their vehicles with campus security. Students who fail to register their vehicles will be given a reminder/warning. Student will have five (5) school days to register. A fine of $5.00 per day will be issued until registration is completed.

Failure to drive slowly (20 mph) and carefully around school grounds, could result in forfeiture of driving privileges at school and referral to civil authorities. This action is necessary for the personal safety and welfare of our students and the people immediate school vicinity.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of ages. Upon notice by the District that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the students presents documents that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absences; or
2. Fifteen school days total of unexcused absences during a single semester.

CONDUCT

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

Students Rights and Responsibilities

Among these student 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, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

Student Code of Conduct

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

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

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession or use of tobacco, nicotine, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a District employee or another student. Menacing means by word or conduct the student intentionally attempts to place a District employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or District employee;
5. Willful damage or destruction of District property;
6. Willful damage or destruction of private property on District premises or during District activities;
7. Open defiance of authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of District transportation rules;
11. Hazing
12. Persistent failure to comply with rules under the lawful directions of staff or District officials.
13. Disorderly conduct, false threats, and other activity causing disruption of the school environment

Under state and federal law, expulsion from school is required for a period of not less than one (1) year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a

firearm or other dangerous weapon in or on District property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, $100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

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

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

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

In accordance with Oregon Law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for not more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a District employee or another student, for willful damage or injury to District property or for use of threats, intimidation, harassment or coercion against a District employee or another student,
A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal District decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

COUNSELING

The goal of Scappoose High School's counseling department is to provide support to every student to ensure their academic, career, and personal/social developments are being met. This is achieved through guidance curriculum (going

into classrooms and teaching), individual planning with students (assisting student in the development of academic and career planning), responsive services (addressing student's immediate concerns), and systemic support and integration.

Personal counseling that addresses social/emotional issues is short-term, with an emphasis on outside referrals when appropriate.

Students are highly encouraged to visit with their counselor before school, after school, or during their lunch for drop-in counseling. Students and parents may call or drop by the counseling office to set-up an appointment.

Additional resources can be found on Scappoose High School's counseling website at www.scappoosehighschoolcounseling.weebly.com

CREDIT RECOVERY/ON TRACK

If a student does not pass a required graduation course, the student will be required to retake the same course at a later time or recover the credit in another way. A limited number of credit recovery spots are offered during the school day in ON TRACK. ON TRACK is only for recovering a failed class; students may not take ON TRACK for original credit.

Credit may also be recovered outside the regular school program, at the student's experience, if the recovery plan has been approved by administration.

CYBERBULLYING

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

DANCES

Most dances will be held in the cafeteria. As a general rule they will end promptly at 11:00 p.m. Organizations that sponsor dances should always assume the complete responsibility of the dance from start to finish. The staging of a well-organized dance is good assurance of being awarded additional dates for more dances when the opportunity presents itself.

Any Scappoose High School student body member desiring to attend the dance with someone not a member of the student body must obtain a visitors dance pass from the attendance office. The student body member is then responsible for the conduct of the guest. GUESTS MUST BE APPROVED BY THE ADMINISTRATION IN ADVANCE. ONLY ONE GUEST PER STUDENT IS ALLOWED. Graduates of Scappoose High School are permitted to attend the homecoming dance and must abide by all school rules.

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. The District will notify the student and parent of all such charges. If the amount due is not paid within 10 calendar days of receipt of the **District's notice,** the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, honors, loss of privileges, awards, and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

Detention/Saturday School/ISS

A student may be detained outside of school hours by a student's teacher for failure to comply with classroom rules and the Student Code of Conduct. Students may also be assigned Saturday School and/or In School Suspension by an administrator for failure to comply with school rules and guidelines.

Student's who do not serve a Saturday School as assigned may be subject to suspension or In-School Suspension (ISS).

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 readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on District property or participate in activities directed or sponsored by the District.

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

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. *An expulsion shall not extend beyond one (1) calendar year*.

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

Discipline of Disabled Students

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than 10 consecutive school days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The District may not expel a disabled student or terminate educational services for any behavior, which is a consequence of the disability.
If the District determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the District may suspend the student for up to 10 consecutive school days or 10 cumulative school days, to provide a general planning and "cooling off" period. At the end of the 10-day period the student shall be allowed to stay in his/her current school placement unless the District has obtained a hearings officer or court order to change the student's placement.

The Administration reserves the right to determine discipline consequences based on circumstances the needs of the individual student.

Consequences for Inappropriate Behaviors

Behavior	Minimum	Maximum
Absence/Truancy	Conference	Expulsion
Arson	Expulsion/ Police	Expulsion
Assault	Expulsion/Police	Expulsion
Bus Ticket	Conference	Expulsion
Disrespect to Staff	Suspension	Expulsion
Off Campus	Suspension	Expulsion
Disruptive Conduct	Conference	Expulsion
Disruptive Devise	Conference	Expulsion
Drugs/Alcohol	Expulsion/Police	Expulsion
Explosives	Expulsion/Police	Expulsion
Extortion	Expulsion/Police	Expulsion
Failure to serve assigned detention	Suspension	Expulsion
False Fire Alarm/Bomb Threat	Expulsion	Expulsion
Fighting	Suspension	Expulsion
Harassment	Conference	Expulsion
Insubordination	Suspension	Expulsion
Inappropriate Dress	Conference	Expulsion
Inappropriate Language	Conference	Expulsion
Misbehavior	Conference	Expulsion
Plagiarism	Conference	Expulsion
Public Displays of Affection	Conference	Expulsion
Theft	Suspension	Expulsion
Threat of Violence/ Death	Suspension/ Police	Expulsion
Tobacco Use/Possession	Suspension	Expulsion
Vandalism	Suspension	Expulsion
Weapons	Expulsion/ Police	

Restitution – If you damage or take someone's property or school property, you will need to pay for the property. This isn't part of the disciplinary consequences; it's just replacing what you've damaged or taken from someone else.

DISTRIBUTION OF MATERIAL

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

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

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time present his/her viewpoint.

DRESS AND GROOMING

The District's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Scappoose High School encourages all members of the student body to reflect good taste in their appearance and apparel and to always keep in mind the expectations of our community to whom we are responsible.

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

1. Dress and grooming shall reflect proper health, sanitary and safety practices.
2. When a student is participating in school activities, his/her dress and grooming shall not disrupt the performance or constitute a health threat to the individual or other students.
3. School authorities may establish dress and grooming standards as a requirement for participation in the school activity program.
4. Any attire (including hats) which has as its intent the advertisement **or** promotion of anything illegal or immoral or shows disrespect toward the flag or law will not be tolerated.
5. Dress and grooming that disrupts the teaching/learning process shall not be permitted.

Examples, include, but are not limited to:

- Backless or strapless dresses
- Halter or Tube tops
- Short shorts/skirts

The School Administration will review dress and grooming guidelines and examples of appropriate wear with students each academic year.

DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

A map/diagram of the fire escape route is posted near all classroom doorways.

Fire: Please take these seriously – they are intended to save lives!
SIGNAL: Long continuous ringing of the alarm sirens

Fire doors will close when the fire signal sounds. DO NOT enter through these doors. There is an alternate route to an outside exit. Follow the directions of your classroom teacher. Students must move 50 feet or more from the school building. Teachers must close windows, lock door, and take grade book with you.

Earthquake:
SIGNAL: You will hear an announcement over the intercom system. Get undercover or outside. An announcement will be made when it is safe to evacuate the building.
ALL CLEAR:

1. Remain where you are.
2. If indoor, take cover under the desks, tables, or other heavy furniture, in interior doorways, narrow halls, or against weight bearing inside walls. Stay away from windows, light fixtures, and suspended objects.
3. If outdoors, move away from the building. Avoid utility poles and overhead wires.
4. After the quake is over, evacuate the building and move to a safe outdoor area.
5. Do not return to the building until competent personnel have inspected the building and it is declared safe.

ENGLISH LANGUAGE LEARNERS (ELL)
ELL services are offered to those students who qualify based upon having a native language other than English. Parents may refer students to be assessed for the program by contacting the student's teacher, counselor or school principal.

EMERGENCY SCHOOL CLOSURE
In case of hazardous or emergency conditions, the superintendent may alter District and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.
Notification will be made through Blackboard connect via phone, email and/or text message, Flash Alert (system that notifies the local news media), and posting to the District web page.
Only these announcements should be regarded as official.

FUNDRAISING
Individual or group solicitation of funds for personal or other reasons is prohibited without official authorization. All fund raising activities must be cleared through the Activities Director and approved by the administration. An official form is provided for this purpose and must be presented to the individual or business official when soliciting funds. Any fundraiser or activity will be canceled unless it is approved by this method.

GRADE REDUCTION/CREDIT DENIAL
Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial although attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by District policy.

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

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

GRADUATION EXERCISES
Students who have not met the requirements for a regular high school diploma will not be permitted to take part in the District's graduation exercises. Students need to be a fulltime student and attending 4 of the 8 scheduled classes to walk with their class.

GRADUATION REQUIREMENTS
In order to graduate from Scappoose High School, a student must successfully complete the requirements for your class. The state of Oregon requires all students to complete a certain series of courses. See Curriculum and Planning Guide.

GRADUATION APPEAL PROCESS
Students who have experienced a serious illness, accident or family emergency in the last quarter of their senior year that has resulted in 10 or more absences in a class during that semester and are not passing one (1) or more classes needed for graduation may appeal to the principal to take part in the graduation ceremony. Students however, must have met the minimum requirements by the State of Oregon to take part. Students should talk with their counselor first to make sure they meet this requirement and are eligible to appeal.

HALL PASSES
Each teacher has one hall pass per class. Only one student is allowed out of the classroom at a time and students caught in the halls without a pass will be placed on the hall-walkers list. Students on the hall-walkers list are not allowed in the hallway without direct teacher supervision.

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

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the District's liaison for homeless students.

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. Parents with questions about the Districts AIDS, HIV and HBV health education program should contact the school District nurse.

LOCKERS
Lockers are available for all students. Students can request a locker assignment from the Attendance Office. Lockers remain the property of the school and are loaned to the students. However, students are responsible for general upkeep of the locker itself, as well as any items stored in the locker. Students are not to trade lockers and should not leave any valuables, especially money, in their lockers. The school will not be responsible for any items that may be missing from lockers. Security fees may be charged for ensuring years if the locker is not left in good condition at the end of each school year.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school sponsored activities when necessary.

District Administered Medication

The parent, in writing, shall make requests for the high school office staff to administer medication. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Written instructions of the parent/guardian, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by SHS staff is to be brought to school by the parent in its original container. Medication not picked up by the parent within five (5) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the District nurse.

Self Medication

Students in grades 9-12 are permitted to self medicate prescription and nonprescription medication upon written request of the parent and building principal permission.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Only the amount of medication needed for that school day is allowed. Sharing or borrowing medication is strictly prohibited. Permission to self medicate may be revoked if the student is found to be in violation of these requirements. Contact the high school office for additional information and forms.

NON-DISCRIMINATION

It is the policy of Scappoose School District 1J not to discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act. If you have any questions about Scappoose School District 1J's compliance of any of the above, please contact Scappoose School District 1J, P.O. Box V, Scappoose, OR 97056. Phone (503) 543-6374. Inquiries may also be directed to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

PASS/NO PASS OPTION

A student may elect to have an elective course graded on a pass/no pass options under the following conditions:

1. The request for this option must be initiated by the student and must be made to the counselor no later that the third week of the trimester.
2. A contract form must be signed by the student, counselor, parent, and teacher. This will require a counselor/parent conference to discuss ramifications of this choice. The signed contract will become part of the student's personal file.
3. Once the option is exercised, a letter grade can not be assigned at a later date.
4. A student is limited to no more than one (1) pass/no pass options each semester with an overall limit of four (4) during the high school career.
5. Pass/no pass courses will not be computed in the Grade Point Average (GPA)

PLAGIARISM

At Scappoose High School we take academic integrity very seriously. Students who are involved in plagiarism and cheating will receive "no credit" for that particular assignment. Discipline consequences may also apply depending on the in the situation. Any second offense will result in a failing grade for the course.

PROGRAM EXEMPTIONS

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

SCHOOL SCHEDULE

Scappoose High School is on a semester schedule, which consists of eight periods on a block schedule.

SEARCHES AND QUESTIONING

Searches

District officials may search the student, his/her personal property and property assigned by the District for the student's use at any time on District property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The District prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

Questioning

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

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

SPECIAL EDUCATION FOR STUDENTS WITH DISABILITIES

The Scappoose School District 1J has established procedures which ensure that all children from birth through age 21 who may have a disability and require accommodations and modified and/or special education services, receive these services. This falls under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973 in order to access specific education programs.

Personnel in Scappoose School District 1J request notification to the specific school building or the District Office if you suspect your child may have a disability or with any questions regarding special education services that may include Head Start or Early Intervention.

STATE TESTING

Students will be taking state tests throughout the year for Reading, Writing, Math and Science. Please visit the following website to access information: www.ode.state.or.us

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five (5) calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen (15) calendar days that 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 (10) calendar 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 superintendent at the District Office.

Instructional Material Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial effort at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the high school Main Office. The principal will be available to assist in the completion of such forms as requested. All forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

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 special education director at the District Office.

Students with Sexual Harassment Complaints

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not 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 subjected 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, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented. Students or parents with complaints not covered by this student handbook should contact the principal. Confidentiality will be maintained.

- Contact the Main Office for more information

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 eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent/guardian or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire safe place in the High School and District Office. Permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended;
- Course of study and marks received;
- Credits earned;
- Attendance;
- Date of withdrawal from school;
- Social Security Number (voluntary)

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 educational records, provided they are in the sole possession of the maker.

TALENTED & GIFTED PROGRAM

Identification of Talented & Gifted

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 based on:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students
- A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

Parents may appeal the identification process and/or placement of their student in the District's program for talented and gifted students as follows:

Informal Process:

1. The parent(s) will contact the talented and gifted coordinator to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate person, i.e. principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process. Please contact the Main Office of the high school.

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.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the Main Office. All complaints will be reported to the principal who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

TELEPHONE USE

The telephones in the offices are for official use only. The office staff will not act as an answering service for students. Only emergency messages will be delivered to students.

TITLE IX COMPLIANCE

It is the policy of Scappoose School District 1J not to discriminate on the basis of gender in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. If you have any questions about Scappoose School district 1J's compliance with title IX, please contact the Director of Instruction, Scappoose School District 1J, 33589 SE High School Way, Scappoose, OR 97056. Phone (971)200-8005. Inquires may also be directed to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Threats of Violence

The Scappoose School District places student and staff safety as our highest priority. The school district takes all threats seriously whether we think the threat may be real or not. All threats of violence will be investigated by administration.

When a threat of violence is learned by school officials, school policy including JFCM will direct the schools response. School officials may refer the case to law enforcement for investigation and legal action. School officials working with law enforcement will determine the appropriate level of response based on the level of risk and information known at that time.

Communication with parents will be consistent with district policy and with the level of school response determined necessary by school and law enforcements.

TRAFFIC SAFETY (DRIVERS EDUCATION)

Traffic safety is provided at a cost to all eligible resident students (and non-resident students upon application to the District and as resources permit.) Instruction is divided into three components, in-class, behind-the-wheel instruction and observation. In-class time consists of 30 hours. Behind-the-wheel instruction consists of six hours of practice driving. The third component consists of six hours of observation. An entry shall be made on the permanent record of each student who completes the course, including dates the course was taken and the final grade achieved. The Board has established a tuition rate. No resident student will be denied enrollment based solely on the ability to pay tuition. These classes are offered outside the regular school schedule. Eligible students should contact the Main Office for more info.

TRANSPORTATION OF STUDENTS

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.

Transportation Rules

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the 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 at their 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.

TRESPASSING

Only students, parent/guardians, or people on official school business will be permitted on school grounds or in the building. Unauthorized persons will be asked to leave and will be prosecuted for criminal trespass if they refuse to leave.

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

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Student Parking
Student vehicles are to be parked only in the upper parking lot at the West End of school. Student vehicles are not allowed to be parked in the faculty area (that area east of the school between the shop and main building), in front of school, or in the bus turnaround area. These areas are reserved for school personnel and visitors. Any student whose vehicle is found to be parked in one of these areas is subject to disciplinary action, which may include suspension. All vehicles must be parked within the lines of a designated parking spot. **There is no parking for students or staff along the curb on High School Way.**

VISITORS
Students will not be permitted to bring visitors to school. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the Main Office upon entering school property. The administration will approve requests to visit as appropriate.

WITHDRAWAL FROM A CLASS
Students withdrawing from a class after the second week of the semester will receive a letter grade of "F". Please see a school counselor before deciding to drop a class.

Parents can access to their student's grades and attendance at Scappoose High School via the internet. Parents need to contact the Main Office for a personal access code.

The administration of SHS reserves the right to alter or change rules or regulations governing SHS. Such changes will be with School Board approval and announced to students and parents via email and student announcements. Once done so, they will be deemed published.

For additional clarification, please refer to Scappoose School District 1J School Board Policies including parent & student rights.
http://www.scappoose.k12.or.us
Links – Board of Directors
School Board Policies