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Scio High School  
38875 NW 1<sup>st</sup>  
Scio, OR 97374  
503-394-3276

## Regular Bell Schedule

<b>1st Period</b>	<b>8:00–8:53</b>
<b>2nd Period</b>	<b>8:57–9:49</b>
<b>3rd Period</b>	<b>9:53–10:45</b>
<b>4th Period</b>	<b>10:49–11:41</b>
<b>Lunch</b>	<b>11:41–12:11</b>
<b>5th Period</b>	<b>12:15–1:07</b>
<b>6th Period</b>	<b>1:11–2:03</b>
<b>7th Period</b>	<b>2:07–3:00</b>

## Study Hall/Advisory

<b>1st Period</b>	<b>8:00–8:47</b>
<b>2nd Period</b>	<b>8:51–9:37</b>
<b>3rd Period</b>	<b>9:41–10:27</b>
<b>4th Period</b>	<b>10:31–11:17</b>
<b>Study Hall/Advisory</b>	<b>11:21–11:59</b>
<b>Lunch</b>	<b>11:59–12:29</b>
<b>5th Period</b>	<b>12:33–1:19</b>
<b>6th Period</b>	<b>1:23–2:09</b>
<b>7th Period</b>	<b>2:13–3:00</b>

## Scio School District 95C District Goals

Scio School District believes that the function of education is to perpetuate our democratic way of life and to develop each individual to the fullest of student capacity to live that democratic life and to guide and direct the individual through those experiences which will best enable students to gain the understanding, abilities, and controls necessary for successful living in our society. In the practical application of these goals, our school district shall, within the limitations inherent within this system, provide each individual opportunity to:

1. Develop the skills necessary to achieve fulfillment as a person and to realize the values of self-worth and pride in his achievements.
2. Develop character, discipline and principles to assist him in making sound moral and ethical choices.
3. Achieve and maintain strong physical and mental health, while maintaining concern for the safety and well-being of others.
4. Develop understanding, appreciation, and individual talents in art, music, drama, and literature.
5. Develop an awareness of our changing society and the ability to understand and cope with its problems.
6. Learn to use leisure time both productively and responsibly through a positive attitude toward participation in a range of physical, intellectual, and creative leisure time activities.
7. Recognize the worth and dignity of the individual and develop a cooperative attitude in human relations.
8. Respect people of other cultures and races while acknowledging different political, economic, and social ideals.
9. Develop an understanding of our American heritage and the value of using democratic ideals and ideas.
10. Develop skills in reading, writing, speaking, and listening to effectively communicate ideas and feelings.
11. Develop an attitude that will foster the curiosity for life-long learning.
12. Examine and use information in a constructive and creative manner by reasoning, logical thinking, and scientific methods.
13. Develop skills in the use of mathematics as well as the natural, social and physical sciences.
14. Meet student obligation and responsibilities as a citizen and develop a respect for personal and public property.
15. Develop an understanding, appreciation, and individual talent for various skills, crafts, and professions, as well as the ability to be a good manager of money, property and resources.
16. Understand and appreciate the principles of living in a family group and develop attitudes leading to acceptance of responsibilities as a family member.

We further believe that the school and community must work together to make these goals possible. Therefore, there would be an attitude of mutual respect and confidence between professional educators and patrons of the community.

Below is a list of positive behaviors and attitudes that, according to a national poll of employers of high school students, are essential to success in school and the world of work.

1. A willingness to learn.
2. Self-discipline, including regular and punctual attendance, and dependability.
3. The capacity to accept responsibility.
4. A realistic and positive attitude toward staff and fellow students.
5. A positive attitude toward work and pride in accomplishment.
6. The ability to work with or without supervision.
7. The ability to set goals and allocate time to achieve them.
8. Freedom from substance abuse.
9. An understanding of the needs for organization, supervision, rules, policies, and procedures.
10. Appropriate dress, grooming, and personal hygiene.

## Scio High School Mission Statement and Beliefs

### Scio High School Mission Statement

*We the staff of Scio High School empower all students to be adaptable, respectful, and option ready through providing a safe and supportive environment.*

### Scio High School Vision Statement

*Empower students to dream BIG (Believe, Inspire, Give) in a safe environment. Tagline: Dream Big, No limits, No excuses.*

## General Information

### ***Counseling Services***

The Scio School District recognizes all students as individuals with unique needs and strengths. The District Supports a counseling and guidance program for all grade levels which assists students to understand themselves and to realize their full potential.

All students need assistance in learning about themselves and about opportunities for self-realization. Students need to know of opportunities available in school and the community. Students need assistance in the understanding of others, in developing social interests and social responsibilities. The counseling and guidance program is based upon these needs of the students and reflects the changing patterns of life in our environment and especially in Scio.

The counseling and guidance services, based upon individual needs, provide each individual with the opportunity to explore, develop, and express his/her own personality and unique talents. Counseling and guidance services are concerned with the intellectual, career, and emotional and social achievements of the individual.

The counseling and guidance service provides learning experiences for students, which help the individual develop values and attitudes that enhance interpersonal relationships and foster responsible individual behavior. We recognize that the development of positive feelings toward self and others is a necessary motivating factor in accomplishing school tasks. Participation with a high degree of personal involvement aids in helping an individual derive permanent gains from his efforts. The counseling and guidance services support and supplement the administrative and teaching services.

### ***24/7 Crisis Text Line***

Crisis Text Line Serves anyone, in any type of crisis (addiction, anxiety, assault, bullying, depression, eating disorders, self-harm, suicide, etc.), providing access to free, 24/7 support and information via text. How to Use Crisis Text Line:

Text OREGON to 741741 from anywhere in the United States.

After 2 automated responses, you'll connect with a live, trained volunteer Crisis Counselor who receives the text on their computer. It usually takes less than 5 minutes to connect you with a Crisis Counselor, maybe longer during busy times.

The Crisis Counselor listens without judgment, invites you to share more, and helps you move from a hot moment to a cool calm., You will text back and forth, sharing only what you feel comfortable with.

The goal of the conversation is to help you find calm. That may mean sharing resources for you to check out for more help; sometimes it means listening.

Conversation usually ends when you and the Crisis Counselor feel comfortable that you are in a "cool", safe place, after 15-45 minutes.

### ***YouthLine***

YouthLine reaches teens throughout Oregon with teen to teen text, chat and phone line.

YouthLine offers a free, confidential and safe way to work out challenging issues with another teen who will listen without Judging. YouthLine offers confidential peer to peer help, crisis and referral resources for youth dealing with issues ranging from a bad test grade or peer pressure, to more serious topics such as grief, depression, bullying, pregnancy, self harm, gender identity, LGBTQ issues, substance abuse and suicide.

Youth Line operates daily from 4 to 10 PM with teen peer support. Phone calls are answered 24/7/365.

**Text- teen2teen to 839863 or call 1-877.968.8491.**

### ***Library***

Library hours are 7:45 A.M. to 3:15 P.M. The library is closed when the librarian is not present. It is open during class time to those students only with library passes. Other students will be dismissed at the discretion of the librarian.

Rules for the library include:

1. The library is for quiet reading or studying.
- 2.. Students will sign in and out of the library.
- 3.. The process to check out a book from the library includes:
  - a. Students will scan their student ID# to check out a book.
  - b. Check-out is for a two-week period, unless otherwise noted.
  - c. Renew materials to avoid overdue fines. (Fine for a late book is .10 per day.)
  - d. Being overdue will result in the loss of library and computer privileges until responsibilities have been met.
- 4.. Reference materials do not leave the library except with the librarian's permission.
5. State library materials are available through the librarian and should be requested at least five to ten days in advance.
6. Books not returned by the end of each school year will be charged at the replacement cost to the student.

## ***Title IX***

Title IX is a comprehensive federal civil rights law that says, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (Title IX of the Education Amendments of 1972). School districts are required to designate a Title IX coordinator, and in the Scio School District that coordinator is the superintendent. Title IX coordinators make sure that all students and staff are informed of their rights and protections against sex discrimination and that these inequities are identified and ended. If you have questions or concerns regarding Title IX, please contact the district office at (503) 394-3261.

### ***Student Devices - Chromebooks***

Scio High School provides each student with a technology device to facilitate learning at school and at home. Students in the Scio School District can use this device to enhance their educational experience both in and outside the classroom. However, inappropriate use of the Chromebook may lead to confiscation and further disciplinary actions.

Students must maintain the Chromebook in good working condition for educational purposes and ensure all content on the device complies with the guidelines outlined in the Responsible Use of Technology Handbook.

Additionally, a mandatory \$25 technology fee is required for any student who wishes to use a Chromebook. Students will also be responsible for any damages to the Chromebook that exceed normal wear and tear. If a family/student wishes to not utilize a school chromebook they will be responsible for providing their own technology for the student to be able to access needed resources.

For lost Chromebooks students accounts will be charged \$150.

## **Scio High School Cell Phone & Personal Electronic Device Policy**

At Scio High School, our priority is student engagement and connection to learning. We aim to support students in developing the knowledge and skills needed for life. While we prefer not to impose daily technology check-ins or restrictive plans, the widespread overuse of personal devices has become a significant barrier to student focus and academic success.

### **Cell Phone Use – Executive Order 25-09**

In accordance with Oregon Governor’s Executive Order 25-09, all Oregon K–12 public schools must prohibit student cell phone use during the school day. Scio High School will follow this state mandate, with allowances only for documented medical needs or for use specified in an IEP or 504 Plan, as determined through the appropriate IEP or 504 team meetings.

We aim to create a learning environment that minimizes distractions and promotes academic growth and face-to-face social interaction. To that end, we have established the following requirements:

#### **General Policy**

- All cell phones and personal electronic devices must be **off and out of sight (“OFF and AWAY”)** during the school day from **7:30 a.m. to 3:00 p.m.** on all student school days.
- Devices may not be used in the school building during these hours and must remain powered off or silenced and stored.
- This policy applies whenever students are on campus during the school day or participating in a school activity during school hours, including field trips or when in other school buildings

#### **Why This Policy?**

Cell phones are one of the greatest distractions facing students today. A 2023 report from Common Sense Media found that teens average **8.3 hours of screen time daily**—including **4.8 hours on social media**. This excessive use is linked to reduced attention, emotional challenges, and disrupted sleep. Over a week, teens spend more than **33 hours on social media alone**—more time than they would spend in class, even with perfect attendance.

## **Communication with Parents/Guardians**

We understand and deeply respect the need for families to stay in touch with their students. While devices are restricted during the day, we have systems in place to ensure communication remains possible:

### For Urgent Communication:

- Parents/Guardians can call the main office at any time.
- If urgent, the student will be called from class and allowed to take the call on a school phone.

### For Routine or Non-Urgent Messages:

- A Message Board is located outside the main office where families may leave notes.
- You may also call the office, and staff will write and post a message for your student.
- Students may check the message board between classes or during lunch.

### If a Student Needs to Contact Home:

- Students may request a pass to use the school phone.
- A private space will be provided if the conversation requires discretion.

### Music During Work Time

Students who wish to listen to music during independent work time may do so with teacher approval using school-issued devices and personal headphones. This is permitted only if it aligns with classroom expectations or is outlined in a student's IEP or 504 Plan.

## **Violation Procedure**

**All personal electronic device violations are cumulative throughout the school year.**

### **First Violation:**

- Staff gives a verbal reminder to put the device away.
- If the student complies, no further action is taken.
- If the student refuses, a Technology Plan is initiated and disciplinary action may occur.

### **Second Violation:**

- Staff again gives a reminder to put the device away.
- If the student complies, the staff member notifies the Principal or Success Coordinator.
- An administrator meets with the student to review the policy and expectations.
- If the student refuses, a Technology Plan is initiated and disciplinary action may occur.

### **Third Violation:**

- A 14-Day Technology Plan is implemented:
  - The device is checked in at the start of the day and held until the end of school day, when checked out by a parent/guardian, or upon extracurricular departure if the student won't return to campus that day.
- Additional non-removal consequences may apply.

### **Fourth Violation or Violation of Technology Plan:**

- Technology Plan extended to 30 days.
  - The device is checked in at the start of the day and held until the end of school day, when checked out by a parent/guardian, or upon extracurricular departure if the student won't return to campus that day.

- Additional non-removal disciplinary action may occur.

#### **Continued Non-Compliance:**

- A progressive Technology Plan is implemented.
- Progressive non-removal disciplinary action will follow.

#### **Refusal to Follow the Policy**

In accordance with Executive Order 25-09, students will not be suspended or expelled for a personal electronic device violation alone.

However, refusal to follow a direct staff instruction to surrender or store a device is considered **insubordination** under district policy. Insubordination is a serious behavioral violation that may result in in-school (ISS) or out-of-school suspension (OSS). If refusal escalates into major disruption, verbal aggression, harassment, or any other misconduct, disciplinary action will be based on those behaviors—not on the device use itself.

#### **Accommodations for Students with 504 or IEP Plans**

Any student whose 504 Plan or Individualized Education Program (IEP) includes the use of a personal electronic device will be permitted to use it in accordance with that plan. These accommodations are developed collaboratively by families, students, and staff to ensure appropriate use that meets both the student's educational needs and the intent of this policy.

### ***Immunizations***

State law requires students attending public schools be immunized against certain communicable diseases. If you do not meet these requirements, we are forced to exclude you from school until you have had the needed immunizations. These immunization requirements are available at the main office. You must have on file with the school, medical or immunization records that show the required immunizations; or, you must have a medical exemption signed by a physician or a religious exemption signed by a parent.

### ***Accident Insurance***

Accident insurance is available through an Oregon School Boards Association sponsored program. This is not a Scio School District program and is not funded by the District. The program is optional and is made available for the student's convenience. Check with the office for information regarding coverage and costs.

### ***Communications Home***

All communications sent home with students will pertain to school-related activities as approved by the principal.

School related information can also be found on the school web site at [www.shs.scio.k12.or.us](http://www.shs.scio.k12.or.us)

### ***Dismissal Precautions***

Students may be released to leave the school premises during school hours only with permission of the building principal or through the school office. Such release must be for good cause known to the principal or upon the written request of a parent or guardian. Telephone requests for excusing students from school shall be honored with caution. Students shall not be released to a person unless that person is on the student's contact form or the parent gives permission.

### ***Loitering***

Loitering when subjected to inquiry, means not having a specific legitimate reason for being on the school premises. Loitering of non-students on school grounds is prohibited. To help students' and to protect school property, and to prevent disruptive behavior, school officials must manage persons who are inside the buildings or on the grounds.

### ***School Visitors***

School policy is to accept only those visitors who have legitimate business at school and have completed a background check. Visitors and guests must register in the main office immediately upon entering the building through the front door and wear a visitor



pass. Student-aged visitors are ordinarily not accepted. It is not appropriate to bring babies to school. Parents are always welcome. We do ask that parents give 24 hour notice when they wish to attend their child's class(es). All parents should check in at the main office and wear a visitor pass while on campus.

### ***Students on Neighboring Property***

Community residents have the rights of privacy, property and freedom from abuse as provided by law. Students must not loiter, litter, trespass or create nuisance conditions in the community. While the school cannot assume responsibility for misbehavior of students outside the school environment, disciplinary action may be taken if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies with respect to law violations that affect community members or property.

### ***Students on School Property***

Students are not to be at the middle school or elementary school, either on the grounds or in the buildings except when serving as a Cadet Teacher, or when they have an appointment with a faculty member

### ***Equal Educational Opportunity***

Scio School District shall provide equal educational opportunity and treatment to all persons. No student legally enrolled in the district, on the basis of age, disability, national origin, race, religion, sex, sexual orientation, or marital status shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity administered or authorized by the district 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 Steve Martinelli at 38875 NW 1<sup>st</sup> Ave., Scio, Oregon 97374 or telephone (503)394-3261.

### ***Married Students***

Married students shall have the same educational opportunities, curricular and extracurricular, as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

### ***When Your Child is Sick***

If for any reason, you are concerned about your child's health, please contact your physician. School staff are not trained to give medical advice or diagnose illnesses. To ensure a healthy environment at SHS, please keep your child/children at home if he/she has any of the following symptoms. The OHA/ODE CD Guidance is as follows:

#### **Symptom-Based Exclusion Guidelines**

Students and staff should be excluded from the school setting if they exhibit:

**PRIMARY SYMPTOMS OF COVID-19** (which include Cough, Temperature of 100.4o F or higher or chills, Shortness of breath or Difficulty breathing, New loss of taste or smell):

**MAY RETURN AFTER** 5 days and primary symptoms have improved.

**FEVER:** a measured temperature equal to or greater than 100.4°F orally. Temperature checked via other routes should be considered fever if equivalent to 100.4°F orally. •

**MAY RETURN AFTER** fever-free for 24 hours without taking fever-reducing medicine AND per guidance for primary COVID-19 symptoms.

**COUGH:** persistent cough that is not yet diagnosed and cleared by a licensed healthcare provider OR any acute (non-chronic) cough illness OR cough that is frequent or severe enough to interfere with active participation in usual school activities.

**MAY RETURN AFTER** symptom-free for 24 hours (no cough or cough is well controlled) AND per guidance for primary COVID-19 symptoms. If pertussis ("whooping cough") is diagnosed by a licensed healthcare provider, students must be excluded from school until completion of a 5-day course of prescribed antibiotics or until cleared for return by the local public health authority.

**DIFFICULTY BREATHING OR SHORTNESS OF BREATH** not explained by situation such as exercise: feeling unable to catch their breath, gasping for air, breathing too fast or too shallowly, breathing with extra effort such as using muscles of the stomach, chest, or neck.

**MAY RETURN AFTER** symptom-free for 24 hours AND per guidance for primary COVID-19 symptoms.

This symptom is likely to require immediate medical attention.

**HEADACHE WITH A STIFF NECK OR FEVER.**

**MAY RETURN AFTER** symptoms resolve AND per fever guidelines if applicable.

This combination of symptoms can indicate a serious condition. Medical attention is strongly recommended.

**DIARRHEA:** three or more watery or loose stools in 24 hours OR sudden onset of loose stools OR student unable to control bowel function when previously able to do so

**MAY RETURN AFTER** 48 hours after diarrhea resolves OR after seen and cleared by a licensed healthcare provider.

**VOMITING:** at least 1 episode that is unexplained

**MAY RETURN AFTER** 48 hours after the last episode of vomiting OR after seen and cleared by a licensed healthcare provider.

**SKIN RASH OR SORES:** new rash not previously diagnosed by a health care provider OR if rash is increasing in size OR if new sores or wounds are developing day-to-day OR if rash, sores, or wounds are draining and cannot be completely covered with a bandage.

**MAY RETURN AFTER** rash is resolved OR until sores and wounds are dry or can be completely covered with a bandage OR after seen and cleared by a licensed healthcare provider.

**EYE REDNESS AND DRAINAGE:** unexplained redness of one or both eyes OR colored drainage from the eyes OR eye irritation accompanied by vision changes OR symptoms such as eye irritation, pain, redness, swelling or excessive tear production that prevent active participation in usual school activities.

**MAY RETURN AFTER** symptoms resolve OR after seen by a licensed healthcare provider and indicated therapy has been started. Eye redness alone, with no colored drainage, may be considered for attendance per CDC guidelines and school nurse assessment.

**JAUNDICE:** yellowing of the eyes or skin that is new or uncharacteristic.

**MAY RETURN AFTER** seen and cleared by a licensed healthcare provider.

**BEHAVIOR CHANGE:** may include uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities.

**MAY RETURN AFTER** symptoms resolve; return to normal behavior OR after seen and cleared by a licensed healthcare provider. • This symptom can indicate a serious condition. Medical attention is strongly recommended.

**MAJOR HEALTH EVENT:** may include an illness lasting more than 2 weeks; an emergency room treatment or hospital stay; a surgical procedure with potential to affect vital signs or active participation in school activities; or a new or changed health condition for which school staff is not adequately informed, trained, or licensed to provide care.

**MAY RETURN AFTER** health and safety are addressed.

Medical attention is strongly recommended. Written instructions from a licensed healthcare provider are likely to be required.

School staff should follow appropriate processes to address reasonable accommodations and school health service provision in accordance with applicable federal and state laws.

#### **STUDENT REQUIRING MORE CARE THAN SCHOOL STAFF CAN SAFELY PROVIDE**

**MAY RETURN AFTER** health and safety are addressed.

Medical attention is strongly recommended. Written instructions from a licensed healthcare provider are likely to be required.

School staff should follow appropriate processes to address reasonable accommodations and school health service provision in accordance with applicable federal and state laws.

If a student becomes ill while in school, efforts will be made to contact the parent or guardian to take the student to his/her home or to get necessary medical help if the parent or guardian cannot be contacted. The health room is a temporary waiting place for the student to rest until parents can be notified and the student is picked up. Students may stay in the health room up to one class period before returning to class or going home. Students are to report to the office prior to going to the health room.

### ***Highly Contagious Diseases***

As CDC guidelines change, our District policies are subject to change. A student suspected of having a disease that would restrict them from attending school (pink eye, hand-foot-mouth, scabies, chicken pox, or a virus), will have their parents notified as soon as reasonably possible. Students will be screened by an administrator or office staff, who may decide the student should be excluded for assessment by a health care provider. A student excluded from school with a highly contagious disease will be re-admitted with a

doctor's written statement.

If you find your child has a specific illness that is highly contagious, please contact the school office. We report highly contagious illnesses to parents and the Linn County Health Department when there is evidence it is spreading through the school. Please include a note stating the dates absent and the reason for the absence.

The district nurse recommends that you see a doctor immediately if:

brown, gray, tan, or yellow drainage from nose, eyes (with or without pink/reddened sclera) or any other part of the body  
white, clay-colored, or bloody stool  
yellow skin and/or eye color  
brown or bloody urine  
stiff neck or headache with fever  
unusually sleepy, lethargic, or grumpy for days

### ***Student Medication***

Personnel trained to give medication are the only people at school who may dispense it. A specific procedure will be used only after the school receives written permission from parents or guardians, and dispensing directions from the doctor (prescription medication) and the original packing instructions (over the counter medication). Medication and drugs are not to be stored in lockers or on the student's person. Emergency medical treatment will be provided on a "Good Samaritan" basis. Students may carry an inhaler with them for emergency use.

### ***Building Hours***

The High School buildings will be open at 7:30 a.m. Students are not to be in the building before that time unless supervised. The building is closed to all students after 3:30 p.m. unless a staff member or advisor adequately supervises them. The building doors are locked at 3:30 p.m. Parents are reminded that the campus is not regularly patrolled after these hours.

### ***Use of Gymnasium***

Students are not to be on the gym floor unless they are participating in a class or extra-curricular activity and are being supervised by a staff member. At no time are street shoes to be worn on the gym floor.

### ***School Closure***

Families will be advised of emergencies concerning the opening or closing of school due to hazardous road conditions or other extreme unforeseen circumstances. The decision to close school will be made between 6:15 and 6:30 am. You can find information on the district website under School Closure, using **FlashAlert.net**, or referring to local radio/tv stations or [www.pdxinfo.net](http://www.pdxinfo.net) site. Please do not call school personnel.

### ***Office Telephone***

Students may use the office phone by permission from staff.

### ***Copy Machines***

The copy machine is for school-related materials only. Only staff may operate the machine.

### ***Parent Notification Regarding Student Records***

1. This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the child's enrolling in that institution. Prior to the withdrawal of your child from our district, you have a right to see your child's student records and a right to a hearing should you wish to challenge the content of the record. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you wish. Any hearing must be held prior to the actual withdrawal of your child.
2. A parent, a student over 18 years of age, or an individual attending a post-secondary education institution, has the right to inspect his child's or his own educational records. You have the right for a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights, and to provide an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate data contained in the records and to include with such records a written statement by the parent or eligible student regarding the content of the records. Your statement will remain as a part of the record as long as the disputed portion of the record exists. Your request to

inspect the records shall be complied within 30 days from your request, but in no case more than 45 days from your request. The same time limits apply for a request for a hearing to challenge the content of such records.

3. The principal in each building has a copy of the district's student records policy, which you may examine. You may obtain a copy of the policy on records for a fee of 25 cents per page. You have the right to file a complaint with the Office of the Secretary of Education concerning alleged failures of the district to comply with the requirements of Public Law 93.380. Oregon schools maintain two types of students' records, which are designated as "progress records", and "behavior records". The principal is the person in charge of the records in each building.

4. Withholding of Records the school district may withhold student records or grade reports for nonpayment of school fines or damages until those fees, fines, or damages are paid.

### ***Directory Information***

The following types of information shall be known as directory information:

Students name	Address	Participation in officially recognized activities and sports
Telephone listing	Date and place of birth	Major Field of study
Photographs	Weight and height of members of athletic team	
Dates of attendance	Degrees and awards received	Most recent previous educational agency or institution attended

The Education amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest of the person, agency or organization seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

### ***District Website***

Scio School District website has a link to the district policies for your information. The website address is [www.scio.k12.or.us](http://www.scio.k12.or.us).

### ***Student Fees***

<b>Student Body Account</b>	<b>Fee</b>	<b>Waived for 25-26</b>
AG (FFA) Membership Fee	\$20	Yes
Art	\$10	Yes
Broadcast Media	\$10	Yes
Chromebook (Technology Fee)	\$25	<b>NO</b>
Class Dues	\$1	<b>NO</b>
Clothing	\$5	Yes
Drama	\$10	Yes
Drivers Ed (Scio High School Students)	\$50	<b>NO</b>
Drivers Ed (Non-Scio High School Student)	\$600	<b>NO</b>
Drivers Ed (Students who are 18 or turn 18 during session)	\$600	<b>NO</b>
Graphic Arts	\$10	Yes
Foods	\$10	Yes

Replacement Planner (every student will receive a planner free of charge)	\$6	<b>NO</b>
PE	\$5	Yes
Photo	\$5	Yes
Sports	\$75.00 (\$300.00 family)	Yes
Student Body Card	\$20	<b>NO</b>
Welding	\$10	Yes
Woods	\$10	Yes
Yearbook	\$60	<b>NO</b>

All necessary fees or assessments accrued in the current school year need to be paid in full in that current school year. Payments are made payable to Scio High School. Until such fees are paid, certain restrictions and/or penalties may be imposed. Agricultural (FFA) fees will be billed from the Agricultural Department.

### ***Student Body Cards***

Student body cards are \$20.00. All students are encouraged to purchase a student body card.

### ***Locks***

Students are encouraged to lock all lockers. The school does not assume responsibility for items lost or stolen. Students who do not return school issued locks in reusable condition will be charged \$5.00.

### ***Lockers***

Lockers are provided by the school and are assigned. Students are not to change lockers without permission of the school administration. The school assumes no responsibility for the safeguarding of articles left in lockers; students should be aware that lockers are not tamper-proof. It is the responsibility of the student using the locker to keep it in an orderly and sanitary condition. Students are encouraged to keep lockers locked at all times. School lockers are the property of the district and do not belong to students. Any damage done to the school lockers may result in disciplinary action including but not limited to restitution.

### ***Search and Seizure***

The District has the authority to search District property, personal property and seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keep schools safe.

#### **Definitions:**

**Contraband:** All substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to controlled substances, drugs, alcohol or alcoholic beverages, inhalants, tobacco products, weapons and/or incendiary devices.

**Reasonable suspicion:** Inferences drawn from, but not limited to a tip, suspicious behavior, odor and/or control over school property

**School Property:** Property owned, leased, rented or under contract for use by the District.

**Personal Property:** Bags (backpacks, purses, duffle bags, etc.) jackets, pockets or other personal property that could hold or carry contraband

LEGAL REFERENCE: ORS 332.105

Items used to disrupt or interfere with the educational process may be removed from the student's possession. All items seized will be made available for return to the true owner or the proper authority if legal to do so.

## ***Student Valuables***

Scio High School is not liable for theft or damage to students' personal property, including money, personal devices, electronic games, headphones, school issued devices, etc. It is the students' responsibility to ensure the security of their belongings at all time

## ***Laser Pens***

The use of possession of laser pens on district property or at district-sponsored events is prohibited without prior teacher or administrative approval. Any student found in violation of this policy shall be subject to discipline, including the confiscation of the laser pens. The laser pens may only be retrieved by the student's parents. Staff wishing to use laser pens for instructional purposes shall do so only with the approval of the building administrator.

## ***Non-District Programs***

Parents and students should be aware that non-district educational programs will be made known to students and parents. It is not the intent of the school to recommend any such program. It is the responsibility of the parent to investigate non-district programs to determine if they are appropriate for the student.

## **Attendance**

### ***General Statement***

All children between the ages of 7 and 18 years who have not completed the 12th grade or who are not otherwise exempt by statute are required to attend regularly and full-time the appropriate school within the attendance area in which they reside. **(ORS 339.010, ORS 339.020)**

Regular attendance is essential to the development of skills and competency. Regular attendance contributes to building good habits for life including reliability and punctuality. Students who have good attendance generally achieve higher grades, enjoy school more and are more acceptable to employers after leaving high school.

The student is responsible for fulfilling the attendance requirements. Students are expected to be in their seats when class starts. They should organize their time and materials so they do not need to go to their lockers before every class. Parents are encouraged to schedule family trips, appointments, shopping trips, etc. at times when school is not in session.

Upon returning to school from an absence, students, regardless of age, must bring a note clearly stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office.

If at any time a significant number of any class (Freshmen, Sophomore, Junior, Senior) or the school is not in attendance for other than a school sanctioned event, it will be up to the discretion of the administration and the school board whether the day will be made up.

**Students will not be allowed to leave class the first five minutes or the last five minutes of class. Students should take care of business between classes.**

### ***Adult Students***

Students who are eighteen years of age are responsible for their attendance. These students are encouraged to read and completely understand the ATTENDANCE section of this handbook. As a courtesy, parents/guardians will be informed whenever there is an adult student absence.

### ***Policies Relating to Excused Absences:***

An excused absence is any absence from class or school that is authorized by parent or guardian or school official provided:

The student's parent or guardian notifies the school of the reason for their absence either by note or phone call prior to or at the time the student returns to school.

Students who know they will be absent from school need to get advance Pre-Arranged forms completed and turned in to the office.

For students who bring a note signed by a parent, guardian, or school official to explain their absence, the note should include the student's name, the dates of the absence, the specific reason for the absence, and the parent, guardian, or school official's signature.

Parents/guardians have one calendar week from the date of the absence to excuse their student's absence. If the absence is not excused within this one-week period, it will be recorded as truancy, and the student will be assigned the appropriate consequences.

Note: Parents can also fill out an electronic note on the high school website under the attendance tab.

### ***Homework and Absences:***

An excused absence from class allows the student to make-up missed work from an absence. However, the student must request their homework from their teachers the day they return or they may forfeit the opportunity to make up for the missed work. The student is allowed the same number of days to complete the missed work as they were absent. In cases of unexcused absences, the teacher may assign a zero and deny the student the chance to make up the work missed because of truancy.

### ***Office Checking in/Checking out***

Class hours are from 8:00AM to 3:00PM. Students arriving after 8:10AM must check in at the office, and all students leaving before 3:00PM must check out at the office.

No student may leave the school grounds during class hours without permission from the office.

While at lunch and/or off campus, if a student will not return to school, the office must receive a phone call from a parent or guardian to authorize the student's absence for any classes they will miss.

### ***Advance Pre-arrange Forms***

For students who know in advance that they will be absent, forms are available to get prior approval of the absence. Students must pick up a form from the office about three days before being gone, complete it with their teachers, have it signed by their parents, and then get it approved by the principal or main office ..

### ***Tardiness***

Students are to be in each class before the tardy bell. Consequences escalate with the number of tardies a student accumulates during a school calendar week, ranging from lunch detention to in-school suspension.

### ***Scio High School Tardy Policy***

Weekly Tardy Limits & Consequences:

Students will receive a consequence if any of the following occur within a calendar week (Monday–Friday):

5 or more total tardies across all classes

3 or more tardies in the same class

2 or more tardies to 5th period (which follows the lunch break)

Reminder: Scio High School allows off-campus lunch. Students have 34 minutes to return on time for 5th period. Use your time wisely and return promptly.

**Note: A student may receive multiple consequences in the same week if they fall into more than one of the above categories.**

### **Progressive Consequences for Repeated Tardiness**

First Infraction – 30-minute lunch detention

Second Infraction– 30-minute lunch detention and loss of extended lunch on Study Hall days for 1 week

Third Infraction– 30-minute lunch detention and loss of extended lunch on Study Hall days for 4 weeks

Fourth Infraction Half-day In-School Suspension (ISS) and loss of extended lunch on Study Hall days for 4 weeks

Fifth Infraction- Full-day In-School Suspension (ISS) and loss of extended lunch on Study Hall days for the rest of the school year

*Continued infractions beyond the fifth will require parent meeting with Success Coordinator to outline plan of improvement and understand consequences with repeated violations*

### ***Policy Relating to Unexcused Absences (Truancy):***

An unexcused absence is any absence from a class for more than 10 minutes without the teacher's permission or from school without the knowledge and authorization of a parent, guardian, or school official. Consequences for unexcused absences include making up missed time during lunch detention or in-school suspension, and possible meetings with school administrators or expulsion after repeated offenses.

### ***Timeline for Excusing Absences:***

Parents/guardians have one calendar week from the date of the absence to excuse their student's absence. If the absence is not excused within this one-week period, it will be recorded as truancy, and the student will be assigned the appropriate consequences.

### ***Excusing Single Period Absences:***

Parents may not excuse a single period absence unless the proper procedures were followed. For example, if a student misses 2nd period and did not check out at the office or the main office did not receive communication from the parent in advance notice of the single period absence, this cannot be excused.

### ***Procedures for Checking Out During the School Day:***

An example of appropriately checking out a student for a time window during the school day includes:

1. Contacting the office via phone call, or note specifying what time the student is to check out and the purpose.
2. The student checks out at the office at the appropriate time.
3. Upon returning to school, the student checks in at the main office and reports directly to class.

### ***Examples of Absences That Cannot Be Excused After They Have Occurred:***

A student leaves school without permission from the main office or advance permission from a parent.

A student does not check out at the main office or check in at the main office upon return.

A student misses one period because they decided not to attend that class.

**\*\*\*Any class work or assessments missed due to unexcused absence (truancy) will result in zero credit for the student.**

### ***Hall Passes***

Any student in the halls during class time must have in their possession a hall pass assigned from staff.

## **ACADEMIC INFORMATION**

### ***Plagiarism***

Students are expected to do their own work. Copying from another student's work, copying from a book or the internet without the correct citations, giving answers to a student or taking answers from a student when the expectation is "that it is their own work" is considered plagiarism. Consequences will range from all students involved receiving a "0" on the assignment and possible in-school suspension

### ***Graduation Requirements***

Graduation from Scio High School requires minimum performance in each of the following areas:

1. Attendance Requirements(see below)
2. Credit Requirements (see below)
3. Essential Skills Requirements (see below)

To participate in graduation ceremonies, the student must have successfully completed 24.5 credit hours or be on a modified diploma, extended diploma or alternative certificate and have completed all requirements.

### ***Graduation Guidelines***

Participation in Commencement is an honor bestowed on the Graduates by the Scio School Board of Education. Guidelines to be part of commencement.



1. You must be a senior in good standing. (E.g. Fees, Credits, Discipline, Attendance)
2. Deadline for turning in back work and finishing career education and to receive transcripts for off campus courses is Friday, one week before graduation.
3. No decorations on caps and gowns except for principal approved family traditions.
4. Gown colors could be any combination of orange, black and white.
5. No party favors will be used in the building. The seniors are responsible for cleanup, by the following Monday.
6. Diplomas will be given out Monday following graduation.
7. Graduation will be the last full Friday of school.
8. Last official day for seniors will be determined by administration, prior to graduation.
9. The class advisors and principal must approve the Graduation theme and song.
10. The principal will review commencement speeches the Friday before graduation.
11. Seniors must be receiving a diploma or certificate to take part in commencement.

### ***State Testing***

As a school district we participate in the Oregon Assessment of Knowledge and Skills (OAKS), Extended Assessments (XA), Smarter Balanced Assessment Consortium (SBAC), and English Language Proficiency Assessment (ELPA). These assessments give our teachers and administrators valuable information on the students' progress in English Language Arts, Mathematics, and science. We encourage all students to participate in these assessments, but parents may opt-out annually by filling out the proper ODE Opt-Out form and submitting it to the main office.

### ***Education Requirements***

Educational and personal considerations suggest that most students should remain in public schools through 12 years while completing graduation requirements. Scio School District operates a 12-year general education program, which includes a four-year high school program. Students are required to attend Scio High School four complete school years (eight semesters) Or until 25 credits have been earned.

- a. Students may transfer a maximum of seven and a half semesters of attendance to Scio High School from another public high school or similarly operated regular private school.
- b. Students meeting early graduation requirements will not have to meet the requirement of attending Scio High School four complete school years (eight semesters/twelve trimesters).

### ***Credit Requirements for Regular Diploma***

Each student shall be required to accumulate a minimum of twenty-four (24.0) units of credit in grades nine through twelve to be eligible for graduation.

Units of credit shall be completed as follows:

Language Arts.....	4
Mathematics .....	3
Science.....	3
Social Science (SS).....	3.5
-U.S. History - 1 credit of SS	
-Global Studies - 1 credit of SS	
-Government - .5 credit of SS	
-Contemporary American Cultures - .5 credit of SS	
-Personal Finance - .5 credit of SS	
Health Education.....	1
Physical Education.....	1
Career Development.....	0.5
Second Language, The Arts, Career and Technical Education	3
Electives.....	5.0
	<b>24.0</b>

All Students must show Essential Skills in **Reading, Writing & Math** to graduate.  
This will be achieved by Oregon Department of Education State Testing or approved assessments.

### ***Credit Requirements for Honors Diploma***

Units of credit shall be completed as follows:

Language Arts.....	4 ( one must be college bearing)
Mathematics.....	4 (one must be college Algebra)
Science.....	4
Second Language.....	2 (must be same language)

Social Studies.....	3
Personal Finance.....	0.5
Physical Education.....	1
Health.....	1
Career Development.....	.50
The Arts, CTE .....	2
Electives.....	5
	<b>27</b>

### ***Modified Diploma***

The modified diploma is awarded to a student who has earned some units of credit through either modified regular education courses with or without accommodations and/or through modified courses.

The modified diploma is designed for any student who has:

- A documented history of the inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student, or,
- A documented history of a medical condition that creates a barrier to achievement.

Students who have demonstrated the inability to meet the full set of academic content standards, even with reasonable modifications and accommodations, and who fulfills all state requirements for the modified diploma as stipulated in OAR 581-022-1134 may receive a modified diploma.

What is “documented history?” This is evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations and/or intensive instruction.

What is an “instructional barrier?” This is a significant physical, cognitive or emotional barrier that impairs a student’s ability to maintain grade level achievement.

The student’s school team decides if a student will work toward obtaining a regular diploma, modified diploma, or alternative certificate. The team makeup will be the principal, counselor, teachers and if on an IEP the special education teacher and must include a parent or guardian.

Students and their parent(s) or guardian(s) are notified about diploma options when the student is in the fifth grade, but the decision cannot be made earlier than the end of the 6<sup>th</sup> grade and no later than 2 years before the student’s anticipated exit from high school. This decision should be reviewed annually after the student has completed the eighth grade.

### ***Credit Requirements for Modified Diploma***

Units of credit shall be completed as follows:

Language Arts.....	3
Mathematics.....	2
Science.....	2
Social Studies.....	2
Physical Education.....	1
Health.....	1
Career Development	.5
Electives.....	<u>12.5</u>
<b>Total Credits</b>	<b>24</b>

All students including those earning a modified diploma must meet the other requirements in the Oregon diploma. They must develop an education plan and build an education profile. All students must build a collection of evidence to demonstrate extended application of the standards.

### ***Extended Diploma***

The extended diploma is awarded to students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma with reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

- Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or have a documented history of a medical condition that created a barrier to achievement.

- Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles or have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in the alternate assessments.
- While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits earned in a self-contained special education classroom and shall include 2 credits of math; 2 credits of English; 2 credits of science; 3 credits of social studies; 1 credit of health; 1 credit of physical education; and 1 credit of arts or a second language.

### ***Alternative Certificate***

School districts shall make an alternative certificate available to students as an alternative for students who do not obtain the regular diploma or modified diploma. This decision will be made by a school team made up of the principal, counselor, student's teachers and special education teacher and must include a parent or guardian. The team will decide the number of credits and classes on a case by case basis. The criteria are as follows:

- The student is on an IEP with significant learning disabilities that prevents them from earning a modified diploma.
- The student must work to their best ability in every class.
- The student must attend school regularly.
- This is not an attendance certificate.

### ***Add/Drop Classes***

Classes may be added or dropped only Up to the first day of class. Once the class has started the only way to add/drop with the approval of the Principal and counselor for circumstances that deem the change necessary. Any class that is dropped after the fourth week of a semester will receive a letter grade of "F" unless the principal and counselor agree there are circumstances beyond the student's control.

### ***Credit by Examination***

Credit by examination is provided for students who wish to pursue an accelerated course of study. Credit by examination will not be accepted for classes that students have previously dropped or failed.

Credit by examination will be offered for the following classes:

- |               |              |
|---------------|--------------|
| a. Algebra    | d. Spanish I |
| b. Geometry   | e. Health    |
| c. Government |              |

A student must challenge the course before they have enrolled in the class. Also if necessary, principal discretion may allow exceptions based upon special circumstances. A student may attempt to receive credit by examination for a particular course one time only. Each examination will address the stated objectives of the course being challenged. To receive credit by examination, a student must attain a score of 80 percent or higher.

Students successfully completing the credit by examination will:

- Receive credit for the course
- Have the enrollment requirement waived
- Have the credit and the grade recorded on the transcript.

A student may not challenge a class until the term immediately preceding their "normal" enrollment in that class. A student must submit a completed application to the appropriate department one week prior to the date of examination, during the last week of the previous semester. The student, parent, and the principal must approve the application.

Examination schedule:

- The week before first semester begins
- The first week of the second semester

### ***Retaking Classes***

Students who wish to retake a class for an improved grade may do so for the following classes; Algebra 2, College Algebra, Calculus, other courses by administrator approval only. The student will take the higher grade earned and the other grade would be changed to a pass/no pass and transcribed as an elective. Note: You may one time in your high school career replace one class grade and remove the other grade.

### ***Work Experience***

The building principal for the following reasons shall approve work release:

- Gainful employment

- b. Worthwhile educational experience
- c. Career choice
- d. Family emergency

The employer, the principal, the counselor, and the parent shall approve a work release agreement. The building principal or his designee shall document the work release experience. Documentation shall include, but not be limited to, observation of work hours, attendance, quality of work, accepting responsibility and direction, and compliance with the rules.

### ***Off-Campus Credit***

Off-campus credits may be used for graduation. Check with the counselors for a list of off-campus programs that have been approved for graduation credit.

### ***Teacher Aide***

A teacher may have only two teacher aides during a semester unless given administrator approval. Teacher aides will be graded as pass/no pass. They are to assist the teacher fulfill their duties as classroom teacher. Teacher aides are not allowed to use the teacher's computer to look at student grades or attendance.

## **Honors**

### ***Honor Sash***

An Honors Sash is earned by seniors graduating with a 3.5 GPA or higher through the 7<sup>th</sup> semester of their senior year. PACE students must have a 3.5 GPA through the Winter Term of their senior year. **Seniors must complete an Honors Diploma to receive an Honors Sash.**

### ***Gold Cord***

Seniors graduating with a 3.0 GPA or higher through the 7th semester of their senior year earn gold cords.

### ***Academic Letter***

Academic Letters are earned by achieving a 3.5 GPA or higher at the end of a grading semester-. Only Courses that are taken at Scio High School or at LBCC and Chemeketa will be counted.

### ***Valedictorian and Salutatorian***

Graduating class valedictorian(s) and salutatorian(s) selection is based on:

#### Valedictorian

- Must have a 4.0 grade point average in all high school classes through the seventh semester of high school.
  - Students may retake one class for a higher grade, if desired. The higher grade will replace the lower grade in the transcript. The lower grade will become a Pass/No Pass on the transcript.
- Grades received from classes taken through the PACE program will be weighted per current grading policy
- Must be earning an Honors Diploma
- Must earn 2.5 graded credits per semester in their senior year
- All students who meet the requirements will be qualified to be Valedictorians.

#### Salutatorian

- The Salutatorian will be chosen from the highest weighted grade point average of those students who do not qualify for Valedictorian.
- Grades received from classes taken through the PACE program will be weighted per current grading policy.
- Must be earning an Honors Diploma
- Must earn 2.5 graded credits per semester in their senior year
- Only one Salutatorian will be granted.

\*Exchange Students do not qualify

## ***Weighted Grades***

Students who complete the identified courses will receive .25 extra grade point for 100 level college courses and .5 extra grade point for all 200 level courses. (eg: Eng 104- A= 4.25, B= 3.25, C= 2.25) (eg: Math 231 – A=4.5, B= 3.5, C=2.5) Actual weighted grades are for a "C" grade or better.

College courses that qualify for weighting are as follows:

The 100 and 200 level and above college courses including PE 231 will be weighted except all other physical education courses will not qualify for weighting.

Students will receive two GPAs Unweighted and Weighted.

## ***Honors Diploma Requirements***

<b>Diploma with Academic Honors</b>	<b>Academic Requirements</b>	<b>Additional Requirements</b>
*Students who complete 27.5 credits in grades 9-12 and who pursue and successfully complete a rigorous advanced course of study are eligible for a diploma with academic honors.	<p><b>Language Arts</b> (4 credits) Includes 1 credits of college bearing credit or other approved advanced coursework.</p> <p><b>Mathematics</b> (4 credits) Includes 1 credit in college bearing credit or approved advanced coursework.</p> <p><b>Science</b> (4 credits)</p> <p><b>Second Language</b> (2 credits) Minimum of 2 years of study in the same language</p>	<p>**Minimum cumulative 3.5 grade point average at the end of Winter Term of 12th grade year.</p> <p>Meet Oregon University System entrance requirements</p> <p>Must be fully enrolled all four years of high school.</p> <p>All courses must be taken for a letter grade (unless a letter grade is not given for the course).</p> <p>The equivalent of 0.5 credit in Community Service, AVID Tutor or Leadership</p> <p>Academic honesty &amp; excellent citizenship</p>

\*Transfer Students will be eligible for an Honors Diploma if the student has met the above requirements when considering comparable credits.

\*\*Students may take a class over for a higher grade one time in their high school career. Students who take classes over will have the failing grade or low grade removed from their transcript.

### ***Grades***

**A:** Mastery of subject      **B:** Good quality work      **C:** Average work

**D:** Completion of minimum requirements only      **F:** Failing

Letter grades are given the following values:

**A = 4    B = 3    C = 2    D = 1    F = 0**

Other designations are also used:

**P (Pass):**

This grade indicates that the student receives credit for a course, but no letter grade. This grade is not computed in the GPA.

**N (No Pass):**

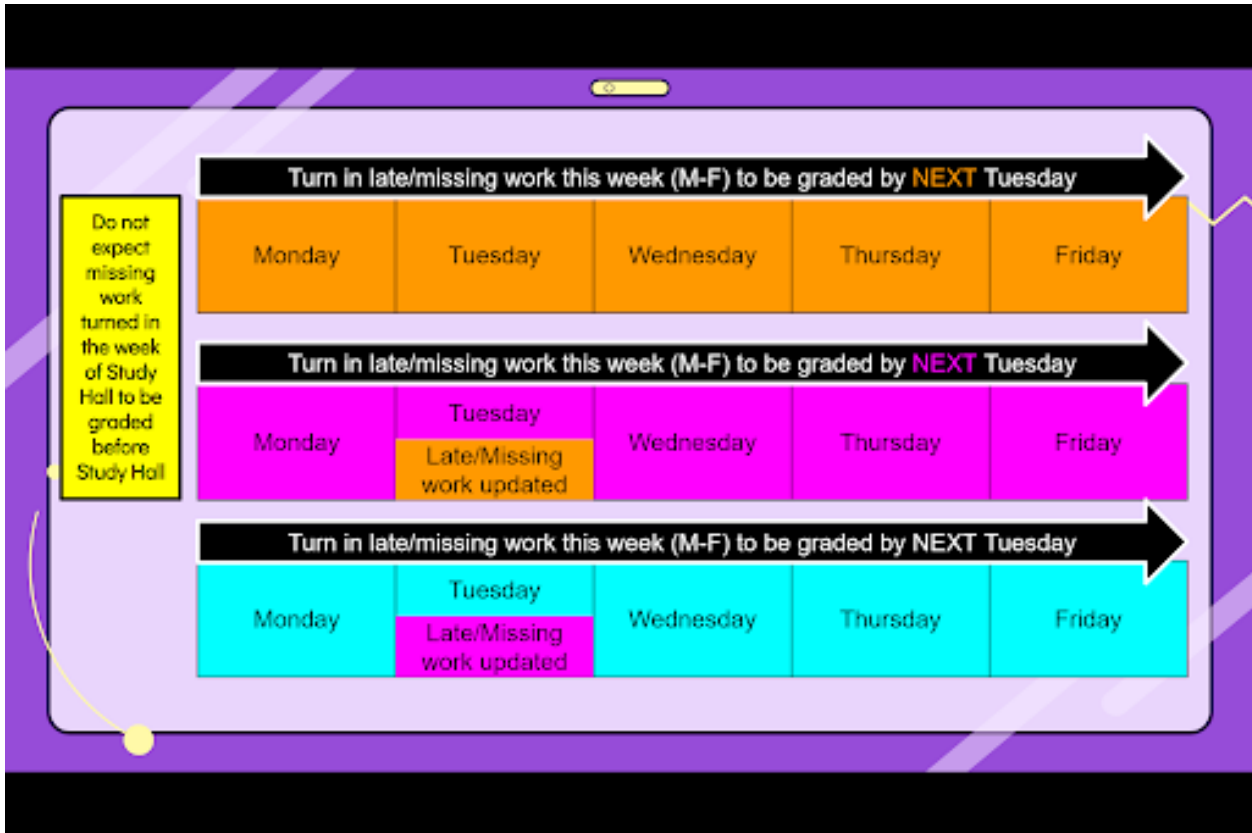
This grade indicates that the student does not receive credit for a course. This grade is not computed in the GPA.

Only with administrator approval may a student retake a core class for the purpose of replacing a previous grade on the transcript. The first grade is removed and replaced with a "P" for pass and it is coded as an elective.

### ***Policies regarding Late Work***

Teachers will establish deadlines for late work submissions based on school policies that accommodate excused absences and individual educational plans. Late submissions not covered by these provisions are at the teacher's discretion to accept.

### **Teacher Timelines for Grading Late Work**



### **Community College Requirements**

Oregon Community Colleges provide academic (college) transfer and vocational programs. Graduation to an accredited high school provides eligibility for admission. Completion of work of an equivalent nature (GED or Adult High School Diploma) may also establish eligibility. Prospective students take a placement examination and the results are used to place students in the appropriate English and math classes. In some community college programs, limited enrollment is a factor in admission, and in some cases special requirements are needed for enrollment. For example, many of the programs training students for medical careers have limited enrollments. They also may require that students have taken specific courses such as Chemistry, Geometry or Algebra II in high school. Competition for the programs that have limited enrollment is keen, and students desiring such training need to see the counselor to formulate a course of study in high school that will prepare them adequately.

### **Oregon State College and University Entrance Requirements**

Students will need to meet the four requirements for admission to the Oregon State System of Higher Education four-year schools admission.

1. High school graduation
2. Subject area requirements
3. GPA
4. SAT or ACT

### **OSU SUBJECT AREA REQUIREMENTS DEFINED:**

<u>Subject</u>	<u>Years of Study</u>	<u>Remarks</u>
English	4	All four years in preparatory composition and literature with emphasis on and frequent practice in writing expository prose.
Mathematics	3	Shall include algebra, geometry, and a third year of college preparatory mathematics such as advanced algebra, trigonometry, analytical geometry, calculus, and probability and statistics (one of these or an advanced mathematics course recommended in the senior year). (Algebra and geometry taken prior to the ninth grade accepted.)

Science	2	Shall include a year each in two fields of college preparatory science such as biology, chemistry, physics, or earth and physical science (one recommended as a laboratory science).
Social	3	Shall include one year of U.S. History, one year of global studies (world history, geography, etc.), one-half year of government and one-half year of social studies elective.
Other	2	May be foreign language (highly recommended); computer science; fine and performing arts; or other college prep electives, which may, at the discretion of the admitting institution, include a comprehensive sequence of units in a vocational-technical area of study.

**TOTAL REQUIRED UNITS 14**

## **Student Activities and Organizations**

### ***Activities***

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations, as well as increasing knowledge and skills.

The principal shall be responsible for the organization of all student activities. The Principal shall provide adequate supervision, administer student finance, and approve all student activities with the assistance of members of the faculty delegated by the principal as advisors.

### ***Organizations***

The school encourages students to broaden their knowledge and citizenship by becoming members of clubs or other groups organized to promote or pursue specialized activities outside the classroom, provided membership is open to all interested and eligible students, approval of the building principal is obtained, and a member of the faculty attends the meetings and/or activities as an official advisor.

**"No secret societies of any kind, including a fraternity or sorority, shall be permitted in any public school."** (ORS 336.610). Schools are required by law to prohibit such organizations and to suspend or expel students who engage in the organization or maintenance of such groups

### ***Fund-Raising Activities***

No individual or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the building principal or his designee.

### ***Class Funds***

Money earned by any class will be expended while members of the class are regularly attending school. All class funds will be under the control of the building principal. Any funds that are remaining for the senior class will be donated to a designated project or fund.

### ***Dance Rules and Regulations***

Philosophy: We are concerned with the total development of our students. Dances provide social skills an integral part of the maturity of our students. Preparations to be completed prior to the day of the dance include:

1. Obtain approval from the office at least ~~one~~ three weeks prior to the dance.
2. Obtain necessary chaperones, at least four, two of which shall be staff members. Background checks must be completed before the volunteer can chaperone.
3. (Students) check out equipment through proper channels.
4. Students and advisors arrange to have an advisor at school to assist with decorations and arrangements.
5. Chaperones, advisor or principal inform police of the activity.
6. Have a clean-up committee ready for after the dance.
7. Date-list should be completed by 12:00 noon three days before the dance.

### ***Guidelines for Chaperones***

1. The gym must never be totally dark.
2. Report to the staff member in charge for instructions one-half hour prior to the dance.
3. Alcohol consumption or smoking is not permitted. Any student suspected of such shall be removed from the dance.
4. Have a telephone number of police available, and if there is trouble, call them.
5. Check restrooms, balcony, stage and parking lot periodically.



### ***Guidelines for Students***

1. School rules apply at all dances just as if you were in school. Misconduct or inappropriate behavior will not be tolerated. Students are not allowed to dance inappropriately. The chaperone will warn one time and if it happens again, the student will be asked to leave. School dress codes apply for dances.
2. Once you enter the dance, you may not leave and return.
3. Students are not permitted on the balcony or stage unless accompanied by a chaperone.
4. Make sure the clean-up committee stays after the dance.
5. All regular high school dances will not end later than 11:30 p.m.
6. Attendance at dances is restricted to high school students. The principal may approve submitted guest pass requests for visiting students.

### ***Driver Education***

#### **Enrollment criteria:**

Students must have completed the following requirements to be enrolled in Driver Education:

The student must have their learners permit before the first student class meeting.

The student and parents must complete and turn in the following application forms at or before the second student class meeting to remain enrolled:

Application with contact/medical information

Notice of Understanding of policies and procedures of the program

Waiver of Liability form

All forms will be kept secure and confidential and will be used only for the safety and welfare of the student.

#### **Student Fees:**

Students must pay \$50 to Scio High School prior to the second classroom meeting to remain enrolled in the Driver Education program. Failure to pay by this deadline will result in the student being dropped from the class.

Students who are 18 years old or who will turn 18 during the course must pay the full \$600 fee by the second classroom meeting to remain enrolled.

Additionally, students who already possess a driver's license at the time of enrollment are not eligible for the subsidized rate and must also pay \$600 for the course.

#### **Refunds:**

Students can receive a full refund if they decide to drop the class before the second classroom session. After the second classroom session, no refunds will be given. If a special circumstance arises (medical, family, school) that causes the student to drop out after the second classroom session; the student may petition the school to retake the class during the next offered session.

#### **Course failures and repeats:**

If a student fails the class, they may repeat the class. You must follow all enrollment criteria and submit new forms and applications for each session that is taken. All fees will need to be paid for each session that is taken.

## **Alcohol, Drugs, and Tobacco- Specific Board Rules**

### ***Narcotics, Alcoholic Beverages, and Drugs***

I. A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on the school grounds, or off the school grounds while under the jurisdiction of the school.

II. If a violation of this rule occurs, parents and/or appropriate authorities will be informed immediately. The student will be removed from the school premises pending the disposition of the case by authorities. A drug and alcohol assessment must be done before the student is allowed back into school. Expulsion proceedings will begin at the conclusion of the investigation. School officials will determine subsequent reinstatement in school.

III. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule. All prescription drugs are to be registered with the school administration.

### ***Drug and Alcohol Search and Seizure***

If we have reasonable suspicion a student has used alcohol, the student will be asked to submit a breathalyzer test. Refusal to submit to a test will be considered a positive test result.

## **Tobacco**

A student shall not sell, use, or possess tobacco in any form while under the jurisdiction of the school or on school property. For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivery devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes, e-pens, nicotine delivery devices).

## **Vehicles**

No alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind is permitted in vehicles on school property.

**Alcohol** - any substance with alcohol content, no matter what the percentage of that content may be.

**Drugs** - any illegal or controlled mood-altering chemical, medication, look-alike drug, narcotic, marijuana, inhalant, mushroom habit forming drugs, unauthorized prescription drugs, abused chemicals, dangerous drugs, non-prescription (over the counter) drugs used in a manner potentially dangerous to the user: codeine, cocaine, heroin, stimulants, depressants, hallucinogens, substances used for mood altering recreational purposes, or any paraphernalia associated with the use of such substances such as e-pens and inhalant devices. Tobacco shall be defined as having been processed to be smoked or chewed, and as material that is harmful to the body.

**Jurisdiction** - on the school grounds, around the school grounds, any time the school has jurisdiction over the student, which would include coming to school in the morning and going from school to home in the afternoon, at any school event at or away from school during the day or in the evening. This would include field trips and activity trips, including all athletic contests and state athletic events. This section is also meant to mean any public or private facility or home that is hosting a school event to which school students are invited as a school approved event. The school district will also consider any vehicle used to transport students to a school event as its jurisdiction for purposes of this policy.

### ***Drug Testing - Scio School District Policy JFCIA-AR***

Each student wishing to participate in athletics and competitive extracurricular activities and the student's parent(s) shall consent in writing to drug testing. Written consent shall be on the form attached to this administrative regulation. No student shall be allowed to participate in athletics and competitive extracurricular activities without such consent. Consent must be given prior to the start of the school year or before participating in the first event. Students will remain in the program until they remove their consent.

If consent is given to remove a student and if any athlete who does not complete a season in good standing that student will be denied the opportunity to receive a letter, team awards, conference or state recognition.

## **Guidelines for Student Behavior**

As a student in the Scio School District, you will want to take full advantage of your right to an education. You will come to school with a positive attitude to learn and to take part in social activities. Most of our students do not have problems with school rules.

An important part of your education is your right to make decisions and to take the responsibility for the results of these choices. To protect your rights and the rights of others, student behavior guidelines have been established.

A teacher, counselor, or administrator may give you guidance about your behavior. If this happens, accept their advice and understand that they want to help you.

We are proud of you and hope that during your years in our schools you will make wise decisions and use our classes, programs, and activities to the fullest.

In this portion of the student handbook you will find the major problem areas the school district feels interfere with the education of students. If you choose to involve yourself in these problem areas, one of the listed disciplinary actions may be a consequence of your behavior. You should be aware that this is a guideline and does not describe all behaviors, nor does it describe the many positive activities used to help students change their behaviors.

The Board of Education subscribes completely to the belief that all students have equal rights. These rights convey an equal responsibility on the part of each student to assist in creating and maintaining an educational climate conducive to learning and to assure the rights and well-being of students and others. Any student disrupting the educational climate, displaying irresponsible behavior, or endangering the right and safety of others will receive corrective guidance, and be subjected to disciplinary action, as necessary.

The major objectives of discipline in schools are to teach the following fundamental concepts for living in any society:

Respect for the rights, dignity, and safety of all individuals.

Respect and understanding of laws, rules and regulations.  
Respect for public and private property.  
Self-discipline, which is necessary to function successfully in the educational and social environment.

Teachers, counselors, and administrators will work with students and parents in meeting the above objectives.

### ***General Rules***

Students are expected to conduct themselves at school, or at any school-sponsored activity, in such a way as will reflect credit on them, their school, and their community.

Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:

Willful disobedience or failure to follow school rules.

Theft

Damage or destruction of school property or personal property on school grounds.

Verbal or physical assaults, threats of harm, or fighting.

Use or possession of tobacco, illegal drugs, or alcoholic beverages.

Use or possession of weapons or dangerous instruments.

Repeated minor offenses.

Inappropriate dress and grooming.

Persistent failure to comply with the rules or the lawful directions of teachers or school officials.

Open defiance of authority.

Class Disruption.

Bus misbehavior

Profanity

Disrespectful behavior

Harassment

Cheating

Excessive displays of affection

Students are subject to the computer use guidelines as established by the Scio School Board of Directors. All students who use computers at school will be required to sign a computer use agreement. This agreement outlines the district computer use policies and student responsibilities.

Plagiarism – Copying of another student's work or copying from another source and using it as your own is considered plagiarism. Students involved will receive no credit for the plagiarized assignments. (Also known as Academic Dishonesty).

### ***Behavior Expectations***

**Behavior expectations are identified in five categories:**

1. Attendance and Punctuality
2. Use of Controlled Substances (drugs and alcohol)
3. Protection of Property
4. Protection of Physical Safety and Mental well-being
5. Appropriate Learning Environment

**Behavior expectations apply to students whenever they are:**

1. Present in any school or on school property of the school district.
2. At any school-sponsored activity, regardless of its location.
3. Traveling in a school bus or in school district transportation.

### ***Student Role in Discipline***

**Students have the responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials to class, be prepared to participate in class, and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors
4. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of other students to learn.
5. Follow discipline guidelines presented in this handbook.

**Students have the right to:**

1. Discuss educational concerns with teachers and other school staff.

2. Receive a copy of this handbook.
3. Receive fair discipline without discrimination in every aspect of the educational system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
5. Access to their own student record within appropriate guidelines.

### ***Disciplinary Action***

Consequences of misbehavior are described in five levels of disciplinary action, ranging from least severe to most severe.

1. Level 1 -- Conferences
2. Level 2 -- Intervention actions
3. Level 3 -- In-School Suspension
4. Level 4 -- Suspension Temporary removal Reassignment
5. Level 5 -- Expulsion Reassignment Referral
6. Level 6 -- Mandatory expulsion

After Multiple disciplinary referrals, a conference/staffing may be held at the request of the administration, staff, student or parents. At that conference the student's behavior will be examined, may be placed on a disciplinary contract or recommended for the reluctant learner policy.

### ***Level 1 -- Conference***

The student and principal will discuss the situation and the options the student has to not repeat the behavior. This conference may include the counselor and/or teacher. The student will remain under office supervision for the duration of the period.

### ***Level 2 -- Intervention Actions***

These activities may include, but are not limited to, the following:

1. The student and principal will agree and sign a contract that relates to no further similar behavior. Detention may also be assigned.
  2. The student, parents, principal and possibly, teacher and counselor, will meet and discuss acceptable solutions. Detention may also be assigned.
- The student and principal will discuss the problem, and the student will be assigned detention time.

### ***Level 3 -- In-School Suspension***

In-School Suspension will be for discipline purposes only. In-School suspension will run from period 1 - 7. Students must arrive on time and work on something productive in order for their time to count. Failure to attend or action that would cause the student not to complete their time will result in the assignment of an additional In-School suspension.

Students are assigned In-School Suspension for reasons that include:

- Absences without permission/explanation
- Missing an assigned detention
- Violations of school policy
- Plagiarism

### ***Level 4 -- Suspension***

The assignment of a Suspension is at the discretion of the principal. From the time the student is to begin out of school suspension until their reinstatement, that student is prohibited from attending or participating in any extra-curricular activities and also prohibited on school property. Temporary removal of the student or reassignment of the student may also be made at this time, in consultation with the student, parent, counselor, and principal. A Parent conference may be necessary for student re-admittance. (The principal will contact the parent.)

#### **Procedure:**

1. The student is informed of the proposed suspension. At this time, the reason(s) for the action, the length, and the beginning of the proposed suspension will be explained.
2. The student shall be given an opportunity to present his/her view of the alleged misconduct.
3. Parents are notified by phone, if possible, of the suspension, reasons for the action, length and the time of the beginning of the suspension.
4. A letter will be mailed to the parents stating the specific reason for the suspension, its length, and the conditions of the reinstatement and appeal procedures where applicable.
5. The student's record may be reviewed during the conference in an effort to determine guidelines that will insure success for the student's readmission.
6. It is the student's responsibility to collect work that will be missed and to turn it in on the day of his/her return to class.

### ***Level 5 -- Expulsion***

The principal may recommend expulsion to the superintendent after consulting with the student, parents, teacher, and counselor.

#### **Procedure:**

1. Notice of the charge(s) and the specific facts that support them shall be given to the student and the parent/guardian by personal service or certified mail.
2. The notice shall include the statement of intent to consider the charges as reason for expulsion.
3. When notice is sent to a parent/guardian by certified mail the notice shall be mailed at least five (5) days before the date of the hearing.
4. Notice will contain a statement regarding the student's right to counsel.
5. When the student or student's parent cannot understand the spoken English language, an interpreter shall be provided by the district.
6. A hearing will be held to determine if the student is to be expelled or, if appropriate, what other action will be taken in lieu of expulsion. Failing to appear at the place and time set for the hearing (after notice has been given) waives all rights to a hearing.

#### **Expulsion Hearing Procedure:**

1. The superintendent will act as hearings officer for the school board. Student expulsion hearings will be conducted pursuant to ORS 332.061.
2. The student may be represented by counsel or other persons.
3. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits.
4. The student shall be permitted to be present and hear the evidence presented by the district.
5. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
6. The hearings officer or the student may make a record of the hearing.
7. The decision of the hearings officer may be appealed to the school board for review. If the decision is appealed to the board for review, the board shall be provided findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to the parent or guardian and to the student, if age 18 or over. When appealed, the board will affirm, modify, or rescind the decision of the hearings officer.
8. If the hearings officer's decision is appealed, the student will not be allowed to attend classes until the board has taken action on the appeal.

### ***Level 6 -- Mandatory Expulsion***

The principal may recommend expulsion to the superintendent after the student's due process rights have been met.

#### **Notification of Change of Placement Due to Expulsion, Lack of Attendance, or Failure to Gain Benefit from the School Program**

A student who has a placement changed because of the items listed above will be offered two alternative educational settings as provided for in state law and board policy.

It shall be the responsibility of the school district to keep a current list of alternative educational programs, and the responsibility of the student and parent/guardian to enroll the student in the program.

### ***Hearing the Accuser***

**Staff complaints:** Students should hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior if the student so desires.

**Student complaints against students:** It is recognized that a school official as a public officer shall not be examined as to communication made to him/her in official capacity when the public interest would suffer by such disclosure. In recognition of the special jeopardy in which the student witnesses may be placed and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, that complaining student is not required to face the accused nor have their identities revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.

### **Dress and Appearance**

Scio High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase

marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions on the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. Students who violate this policy may be subject to disciplinary action up to and including expulsion. (Policy JFCA)

### ***Dress Code***

A student's dress shall be within reasonable standards of health, safety, and sanitation. Dress that is disruptive to the educational process shall not be permitted at school. Clothing or materials will not be permitted at school if they represent or advertise tobacco products, inhalant delivery systems, alcohol, drugs, or violence; or if they contain racial or sexual messages, or inappropriate language. In addition, gang clothing and symbols are unacceptable for students under the school's jurisdiction. Students who violate this policy may be subject to disciplinary action up to and including expulsion.

If a student's appearance violates one of the standards listed above, the student may be denied the right to attend school until the problem is corrected. A detailed description of inappropriate dress can be found below. Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or advisor with the concurrence of the school administration.

#### **Footwear Requirement**

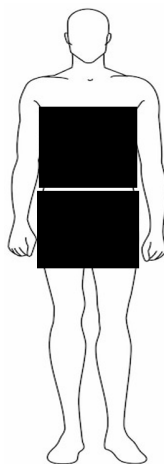
All students are required to wear shoes while on campus.

Open-toe shoes (such as sandals) are allowed in general classroom settings, but may not meet safety standards required in PE or shop-based classes. Teachers will provide specific guidance for these settings to ensure student safety.

The following types of clothing and accessories will not be permitted at school and/or school-sponsored activities:

- Clothing or items that represent or advertise alcohol, tobacco, marijuana, or any other controlled substance. Including clothing that represents the distribution mechanism of control products. (Marijuana dispensary shops, liquor stores, etc.)
- Clothing or items that target groups or individuals based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing or items that contain profane, vulgar, or inappropriate language.
- Clothing or items that contain language, innuendos, and/or illustrations that are sexual in nature.
- Clothing or items that are gang-related, or which include gang identifiers and symbols.
- Clothing or items with representations of weapons, or objects that could be used as weapons.
- Clothing must cover undergarments (bras and underwear).

Clothing must cover all of the areas of the body indicated in the diagram below. front and back.



Other specific items that are prohibited:

Sunglasses

Trench Coats/Robes

Slickers, Panchos, Oversized Shawls or any clothing similar to

Chains and Spikes

Blankets -or- items used as blankets

Capes -or- items used like cape (Continued on next page)

Additionally, dress that is disruptive to the educational process or performance of others will not be allowed.

**NOTE: ADMINISTRATION /STAFF HAS THE SOLE AUTHORITY TO DETERMINE APPROPRIATENESS OF ANY CLOTHING.**

### ***Backpacks and Bags***

Students may be asked to keep backpacks and bags in the lockers. Students should bring to class only the materials necessary to work, such as a notebook, paper, writing utensil, etc. All other items should remain in their lockers- for example but not limited to things like backpacks, bags, purses, briefcases and fanny packs. It is up to the discretion of the teacher whether bags will be permitted in the classroom.

### ***Displays of Affection***

Hand holding and one arm around a person is permitted, not two. A quick hug is acceptable, no kissing.

### ***Freedom of Expression***

Lawful freedom of expression, verbal or written, is constitutionally guaranteed under the First and Fourteenth Amendment of the United States Constitution. Students, being citizens, have the right of free expression and must bear the responsibility for the consequences of such expression.

Faculty advisors shall advise on matters of style, grammar, format and suitability of student publication. The final decisions as to the suitability of material shall rest with the advisor.

Students are entitled to express their personal opinions under reasonable circumstances. These opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others.

The use of obscenity, personal attacks, slander or threats of harm to persons, property, or reputation is strictly prohibited.

Willful disobedience, open defiance of a teacher's authority or the uses of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

Libel, obscene or profane language, and personal attacks are prohibited in all expressions.

### ***Assembly of Students – School Sponsored***

It is important to the orderly use of school facilities that the use of all space be carefully planned. Students, faculty and administration must share responsibility in activities conducted in school. Students are permitted to hold meetings on school property under the following conditions:

1. The meeting must be scheduled in advance.
2. Normal class activities must not be interrupted.
3. The activity shall not cause or be likely to incite any hazard to person or property.
4. The meeting shall be sponsored by school officials and authorized school club or organization.
5. Speakers who advocate disrespect for law or encourage immoral attitudes shall not be invited or permitted to speak.
6. Invitations to speakers shall be approved by the principal or designated representative.
7. Opportunity shall be afforded to present a balance of lawful viewpoints.
8. If a large crowd is anticipated, a crowd-control plan shall be submitted for advance approval.

### ***Assembly of Students -- Not School Sponsored***

Scio School District will not deny equal access of school facilities to Scio secondary students to meet based on the content of the student's speech.

**"A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time."**

Secondary students may conduct a meeting within the district's limited open forum if:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. Employees or agents of the school or government are present at religious meetings only in a non-participating capacity.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
5. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
6. A school district employee (volunteer) is present to maintain order and discipline.
7. The meeting is not conducted during the regular school day (8:00 am - 3:00 pm)

### ***Lunch Period Rules***

Students are expected to conduct themselves in an orderly and reasonably quiet manner while eating lunch, receiving food at the snack bar or student store or are in the halls during the lunch period. **No one is to eat or drink on the main gym floor.**

### ***High School Parking Lot Rules and Expectations***

All students must follow these rules to help maintain a safe and orderly environment on school premises. Adhering to school policies is crucial for retaining the privileges of using the school parking facilities. The parking lot speed limit is set at 10 MPH. However, students are advised to drive slower than the maximum speed limit under certain conditions where 10 MPH may be unsafe, such as during bus loading and unloading, periods of high pedestrian traffic, and when vehicles are backing out of parking spots.

### **Parking Permit Requirement Issuance:**

All students wishing to park on school property must secure a parking permit from the main office, provided at no cost to both students and staff. The permit should be clearly displayed on the front passenger-side window's upper right corner. Vehicles without a visible permit during school hours (7:30 AM - 3:00 PM) will be required to leave campus immediately. Non-compliance or repeated offenses may lead to the vehicle being towed at the owner's expense. Parking permits are limited to cars and trucks with up-to-date registration and visible license plates. Parking privileges may be revoked for engaging in unsafe driving or if the vehicle fails to meet safety standards. All vehicles must be legally registered, insured, and adhere to state driving laws. ATVs, UTVs, and golf carts are prohibited. The building principal or superintendent reserves the right to approve or deny any parking permit application.

### ***Designated Parking Areas***

Students with permits are allowed to park only in the designated main parking lot. Parking in staff, visitor areas (including the gravel parking lot and spaces in front of the main office) is strictly prohibited during school hours 7:30-3:00.

### ***Loss of Parking Privileges***

Examples of actions that may result in the revocation of parking permits include, but are not limited to:

- Engaging in dangerous driving behaviors, such as speeding, unsafe maneuvers, or allowing passengers to hang onto or ride outside of the vehicle, will lead to immediate revocation of parking privileges.
- Failing to park appropriately in parking lot
- Engaging in inappropriate behavior while in parked vehicle (i.e.- honking horn, playing music loudly, revving engine, other behaviors in vehicle that would be inappropriate at school)
- Displaying inappropriate materials, such as offensive stickers or decals, on or inside the vehicle will result in loss of parking privileges.
- Students must not arrive or depart in an unsafe manner or drive recklessly or illegally during lunchtime (on or off campus). Such behaviors will lead to revocation of parking privileges.

### ***Motorcycles***

Motorcycles are not permitted on school grounds during school hours. Exceptions may be granted by the building principal on a case-by-case basis.

### ***Roller Skates/Skateboards***

Roller skates, roller blades, scooters, skateboards or longboards are not permitted on school grounds.



### ***Rules Governing Pupils Riding School Buses - OAR 581-53-010***

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

### **Weapons**

Bringing weapons to school is prohibited by law and can result in up to a one-year expulsion.

Weapons include but are not limited to:

Knife blades over 2 1/2"

Guns

Any item that resembles a gun.

Any mock weapons

Any item used to intimidate another person

Pepper spray (If not stored properly away in a locker)

Mace (if not stored properly away in your locker)

### ***Reluctant Learners***

A reluctant learner is a student who shows an unwillingness to learn and whose academic achievement and academic potential is not a close match.

#### **Identification:**

Criteria: A reluctant learner at Scio meets two or more of the following criteria:

1. Failing more than two classes during a grading period.
2. Exceeding the allowable absences during a nine-week grading period or earning two or more unexcused absences or trancies during the same period.
3. Receiving two or more major discipline violations or two or more suspensions during a nine-week grading period.

**Process:** The second week following the end of each nine week grading period, the attendance officer and records clerk shall provide to the principal a list of students who:

Exceeded the allowable absences

Failed two or more classes

**Intervention:** Once a student is identified, the principal or his/her designee will set up staffing. The principal or his/her designee will chair this meeting. The meeting will include the principal, the student, his/her parent, the appropriate teaching staff, and counselor. This team shall develop a set of academic and behavioral expectations designed to provide success for the student. The program will establish the minimum performance expectations required for continued attendance at Scio High School. It will also establish performance goals, time lines, and identify the roles of those involved. Failure to meet expectations could result in an alternative educational placement.

### ***Student Conduct***

Students who make obscene gestures or who otherwise defame, intimidate, harass, threaten, harm, insult or otherwise embarrass or attempt to humiliate district personnel during or outside of school hours, regardless of whether on campus or off campus will be subject to district disciplinary action up to and including expulsion from school.

### ***Cyberbullying***

Students found to be involved with cyber bullying on campus are subject to school district disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the school. Students involved with cyberbullying originating off campus are subject to school discipline if or when, at the discretion of District employees, it disrupts the educational process or undermines the school's basic educational mission. Students making threats of harm to other students or staff, whether the threats originate on or off campus, are subject to school disciplinary action

### ***Harassment/Hazing/Intimidation/Menacing/Bullying***

Hazing, harassment, intimidation, menacing or bullying by students, parents or third parties is strictly prohibited and shall not be tolerated in the district.

Harassment, intimidation, and bullying may include acts based on the protected class status of a person. "Protected class" means a group of persons distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Parents or third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

### ***Sexual Harassment***

Scio High School is committed to maintaining a learning/working environment that is free of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature.

Any student who is subject to or knows of sexual harassment should immediately file a complaint with the building principal or a person of authority. Staff members notified of, or witnessing sexual harassment shall inform the principal immediately. All complaints will be investigated. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

### ***Racial Harassment***

Affronts to racial or ethnic heritage and criminal racial harassment will not be tolerated in the schools. Laws and policies related to racial harassment will be strictly enforced in order to promote an environment that does not permit racial intolerance or harassment.

Any student reporting harassing, intimidating, bullying or cyberbullying another student may not retaliate against any person who reports an act.

**SCIO SCHOOL DISTRICT HARASSMENT FORMS MAY BE OBTAINED AT THE OFFICE**

## ***Interscholastic Athletics Handbook***

The purpose of the interscholastic athletic program at Scio High School is:

1. To promote, direct and conduct athletics so they meet the aims of general education for this district.
2. To promote friendly relations with other schools and the public.
3. Abide by the rules set up by the District Board of Education and the Oregon School Activities Association.
4. To teach good sportsmanship, fair play, ethical conduct, and to encourage sports participation by all students.
5. To teach and develop physical fitness and skills, mental alertness, moral qualities, social abilities and emotional maturity.

### ***Programs Offered***

Fall – Boys Cross Country, Girls Cross Country, Football, Sideline Cheer, Volleyball

Winter – Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Competitive Cheer

Spring – Baseball, Boys Track, Girls Track, Softball

**Scio High School will not enter into Cooperative Sponsorship agreements with other schools unless it is needed to maintain one of our current programs.**

## ***Policies of the Athletic Program***

The athletic program should be considered an integral part of the educational program. It is just one of many school activities, and it should be understood that it is under the same administration and control as other school programs. The contests themselves should be the peak of ethical and educationally sound instructional methods employed by the coaches and demonstrated by the team members.

These rules are in effect from the first day a student begins practice in a school sport or activity throughout the remainder of the school year and all subsequent years of student attendance at Scio High School. It is in effect 24 hours a day, 7 days a week for the entire athletic/academic year.

The guidelines set forth in this handbook have been established as a minimum code for participants. The coach or supervisor will administer these rules in conjunction with athletic and building administrators.

Before participating in an activity, the students and parents or guardians are expected to read this handbook and sign the notice of understanding form. By signing, the student and parent understand that the student shall comply and abide by the terms and conditions listed in this handbook.

## ***Participation Fees***

Students may be required to pay a fee in order to participate in extracurricular activities. The District Board of Directors reviews the fee structure annually.

## ***Physicals***

Anyone participating in Interscholastic Athletics must have a physical dated within the past 2 years. If arrangements can be made, physical exams will be scheduled prior to the fall sports season, and another session will be given prior to the winter sports season. It is the responsibility of the individual athlete to obtain the physical whether or not the school can arrange for special times for examinations. All others must have a physical card on file in the office of the Athletic Director. These must be on file before they can participate in practice.

## ***Doctor's Release***

Any student who goes to see a doctor at any point during an athletic season for an injury must bring a note releasing them to participate in athletics. Failure to do so will result in the student being unable to participate in athletic events until a medical release note has been turned into the Athletic Director.

## ***Insurance***

All athletes are required to have insurance. An insurance waiver form should be filled out if the student is to be covered by his/her family insurance. This form gives the name of the insurance company, policy number and the parents' signature.

Insurance is also available through a program sponsored by the Oregon School Boards Association. Information regarding the program is in the school office. This is a limited policy.

## ***Interscholastic Athletics Attendance***

To participate in an athletic contest, the athlete must be in attendance at school the entire day of the event—Athletes must bring a note from the doctor to be excused for appointments that are on game days. The principal/athletic director may make exceptions to the above.

## ***Practice Attendance***

Students may not miss practices without a legitimate reason and will make every effort to contact the program coach to let him/her know of the absence and reason for it prior to missing practice. The head coach will determine if the absence is excused or not. If a student is missing a practice for a doctor's appointment they must bring a note or appointment card from the doctor's office for the practice to be excused.

1. Missing a practice or contest without prior approval of the coach is an unexcused absence.
2. Athletes should try to inform the coach at least 24 hours in advance if a practice or contest is to be missed.
3. An illness, which results in missing a school day, is not a valid excuse in and of itself. The athlete is responsible to notify the coach. Generally a student who is too ill to come to school is considered too ill to practice.
4. The following steps will be taken on unexcused absences during a sports season:

**1 unexcused absence** = suspension for one athletic contest.

**2 unexcused absences** = suspension for one athletic contest and conference with the coach and athletic director.

**3 unexcused absences** = expulsion from the team.

### ***Changing Athletic Teams***

No athlete may transfer from one athletic team to another during a sport season after an initial two-week period, unless both coaches and Athletic Director agree. The two-week period for any sport shall commence the first official practice day of that sport. Any athlete, who for valid reasons, may not be able to come out for a sport from the first practice, may join the team at a later date, the length of the intervening time allowable to be determined by the coach.

### ***Training Rules***

Your team membership may be suspended for violation of the following general rules:

1. Use of alcohol, tobacco, marijuana, drugs or controlled substances at any time during your participation in sports (including non school hours) is prohibited.
2. Hosting or attending a social function for minors where the above products are in possession, being used, sold or distributed is prohibited.
3. Missing a practice or game unless (a) you have an excuse from school, or (b) you contact one of the coaches in your activity prior to practice or game, is prohibited.
4. Exceeding normal standards of conduct during travel, practice, or contests.
  - A. You are a representative of your family, school, team and community.
  - B. You should expect no special treatment because you are an athlete.
  - C. You are expected to be on your best conduct going to, during and coming from an athletic contest.
    - (1) You will never argue with a game official
    - (2) You will never carry on banter with the opposing team, or any spectators.
    - (3) You will never intentionally attempt to injure an opposing player.
    - (4) Your language and behavior should be such that it will never be a discredit to the team.
    - (5) Profanity, bickering, squabbling, and un-sportsman-like displays will not be tolerated at games or practices.
5. Failing to meet academic standards as stated in the academic requirements

**Violating any of the preceding rules the athlete will be penalized (All years of high school 9th-12th grade) in one of the following manners:**

**Coaches may dismiss an athlete from the team: an athlete may be dismissed without any record of previous violation(s).**

#### **Violation Procedures:**

**1st Violation-** The athlete will be suspended from game competition for two calendar weeks (14 days) beginning when the student receives the Athletic Discipline Action Form. The suspension must include at least two competitions. The athletic Director or Principal will immediately report offenses in violation of state law to proper authorities. The Athletic Director will make referral to the school counselor and contact the parents. The athlete must participate in all practices during his/her suspension. If it is a referral for drugs or alcohol, the athlete must have completed an appropriate assessment as coordinated through the SHS counseling department.

**2nd Violation-** Any athlete who has been suspended for any violation of the athletic code will, upon a second violation of the athletic code, be suspended from all athletic participation for 6 weeks or the remainder of the current sport season, whichever is longer. If an athlete is not currently participating in a sport the suspension will begin with the first practice of the subsequent sport season in which they participate. The Athletic Director or Principal will immediately report offenses in violation of state law to the proper authorities. The Athletic Director will make a referral to the school counselor and contact the parents. Before any future athletic participation will be allowed, a conference must be held with the athlete, parent, Athletic Director, coach, and head coach of the sport to be participated in. If it is a second referral for drugs or alcohol, the athlete must have completed an appropriate assessment as coordinated through the SHS counseling department.

**3rd Violation-** Same 2nd Violation except 18 weeks

**4th Violation-** Suspension for a minimum of one calendar year of any athletic participation will occur. Reinstatement to the athletic program will occur only with approval of the Athletic Appeals Board, see the Athletic Appeals Procedure section for more information.

**Denial of awards:** any athlete who does not complete a season in good standing may be denied the opportunity to receive a letter, team awards, conference or state recognition.

**Association with Violators:** If it is verified that a student has consciously remained in association with people possessing or using illegal substances, he or she may be subject to suspension or dismissal from the team.

**Appearance:** It is up to the coach's discretion to determine the grooming and physical appearance of his or her players for practices, team travel, and athletic contests.

**Team Rules:** The program head coaches at Scio High School are permitted and encouraged to create and implement their own set of team rules. These team rules can not negate or lessen the current athletic policies posted in the athletic handbook.

**Fines:** Any and all fines levied by the OSAA will be the direct responsibility of the player/coach involved in the infraction. These may include but are not limited to fines for ejections, unsportsmanlike conduct, inappropriate behavior and participation limitations violations. The student will not be able to participate in any sport/activity until this fine is taken care of. All unpaid fines will go directly to the student's high school account.

### ***Disciplinary Procedures***

Any athlete violating the above training rule(s) will be automatically suspended from all extra-curricular activities pending review by the administration and notification of the parents.

Any athlete who is expelled from an athletic team may not participate on any other school sport team during the season in which he/she was expelled. Any athlete who is expelled from an athletic team may go out for, participate and compete on a team the following sport season, and be considered a member in good standing, assuming he/she meets all other requirements. Violation of other training rules includes, but is not limited to, activities such as:

1. Curfew rules determined by the coach.
2. Chewing tobacco during any school activity.
3. Truancy from school.
4. Unsportsman like conduct, profanity, or any conduct detrimental to the community or school.

### ***Eligibility Policy and Scholastic Standing***

Students must be enrolled in a minimum of 5 classes at Scio High School (or) be enrolled in a minimum of 10 credit hours of college courses (or) and administrator approved combination of both..

Students must be passing all classes at grade checks to participate in athletics. No student will be allowed to participate if they receive any grade less than a 60%. Students will be deemed ineligible until all of their grades are 60% or higher. (Grades will be checked each grading period) If a student is not passing a class on one of the grade check days they will be deemed ineligible until all grades are at 60% or higher.. Students must maintain a 2.0 GPA during the season in order to remain eligible

Exceptions may be made on a case by case basis with very good cause. The Athletic Director must approve all exceptions.

Failure to meet the requirement at the end of a semester will result in athletic ineligibility. A student may apply for Academic Probation to regain athletic eligibility provided they meet all OSAA guidelines for participation. If a student applies for and is given academic probation they must pass all classes at all times (grades checked weekly) with no grade less than 60%, and meet all other conditions of their Academic Plan. No student will be allowed to participate if they receive any grade less than 60%. Students will be deemed ineligible until all of their grades are 60% or higher. No exceptions.

Students are ineligible to participate in extra-curricular activities if they are failing one or more classes in the previous semester grading period. (i.e. Sports, ungraded class trips, dances)

Students on early release must be enrolled in at least 5 classes, 10 college credit hours, or an administrator approved combination of both to be eligible to participate in extracurricular activities.

### ***Athletic Awards***

To earn a varsity letter in the sports Scio High School offers, these requirements must be met:

**Football, Basketball:** Participate in half of the quarters played by the varsity, or dress down for a state playoff game.

**Volleyball:** Participate in half of the games played by the varsity, or dress down for a state playoff game.

**Baseball:** Participate in half of the innings played by the varsity, or dress down for a state playoff game.

**Wrestling:** To be determined by the coach/Athletic Director.

**Softball:** Participate in half of the innings played by the varsity, or dress down for a state playoff game.

**Forestry:** Accumulate 125 points per year.

**Agriculture:** Accumulate 400 points.

**Track:** TO BE DETERMINED BY THE COACH/ATHLETIC DIRECTOR

**Cheerleaders:** Participate in 80% of the Varsity Games.

All seniors will be awarded a varsity letter if they successfully complete the season in good standing, even though they may not

have met the previously mentioned requirements.

### ***Equipment***

All students will be personally responsible for all equipment issued to them and will return it in good condition and on-time. Students will be responsible for replacing all lost or damaged equipment.

### ***Travel***

All students are required to ride on school transportation to all athletic events. Students are allowed to be signed out and ride home with their parents/guardians ONLY. Any other travel arrangements must be cleared through the Scio School District Superintendent IN Advance.

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

**\*Abusive, verbal or physical conduct of spectators directed at participants, coaches, or officials of sponsored or approved activities or at other spectators is not permitted.**

**\*Verbal or physical conduct of spectators that interferes with the performance of students, coaches, or officials or of the sponsored or approved activities is not permitted.**

**\*The use of vulgar, obscene or demeaning expressions directed at students, coaches, or officials who are participating in a sponsored or approved activity or at other spectators is not permitted.**

If a spectator at an sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expressions, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator and be cited for a trespass violation. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

## **Parent Expectations**

We want to work in partnership with parents to provide the most rewarding experience possible for our students. When your child becomes involved in our programs, you have a right to understand what expectations are placed on your child and what we expect from the parents. This begins with clear communication from the coach of your child's program.

### **Communication you should expect from your child's coach**

1. Expectations the coach has for the team.
2. Location and times of all practices and contests.

3. Team requirements (i.e. special equipment, off-season conditioning, and attendance of practices and games.)
4. Team rules and consequences for breaking those rules up to and including the denial of your child's participation in the sport.

### **Communication Coaches Expect From Parents**

1. Concerns expressed directly to coach.
2. Notification of family schedule conflicts
3. Specific concerns regarding coaches expectations for student athletes.

As your child becomes involved in athletics at Scio High School he or she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the program head coach is encouraged.

### **Appropriate Concerns to Discuss with Coaches**

1. Ways to help your child improve
2. Concerns about your child's behavior.
3. Treatment of your child

Coaches are professionals. They make decisions based on what they believe to be best for the team. As you have seen from the list above, certain things can be discussed with your child's coach. Other things such as those on the following list must be left to the discretion of the coach.

### **Issues NOT Appropriate to Discuss with Coaches**

1. Playing time
2. Player positions
3. Team strategy
4. Play calling
5. Other student athletes

There are situations that may require a conference between the coach and parents. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the concern.

### **Procedure you should follow if you have a concern to discuss with the coach**

1. **Call the high school (503-394-3276) to set up an appointment with the coach. E-mail would also be an acceptable method (Calling or text messaging a coach on their personal phone number/s is not appropriate) Contacting a coach on their personal numbers should be used in emergency situations only.**
2. **If the coach cannot be reached, call or email the high school athletic director to assist in setting up a meeting with the coach.**
3. **Do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings at such times are inappropriate and seldom do not promote a resolution.**

### **What can a parent do if the meeting with the coach did not provide a satisfactory solution?**

1. Contact the High School Athletic Director and set up an appointment to discuss the situation further.
2. At this meeting the appropriate next step/s can be determined.

### **Scio fans will strive to fill their appropriate role**

1. Provide positive support for their team/s.
2. Never be abusive with language or actions toward any player, official, team or fellow fan
3. Realizing the officials are assigned and trained to enforce the rules of the game. (Yelling at the officials NEVER helps the situation)
4. Abiding by Pac-West conference and OSAA rules on spectator conduct.  
\*(Spectator may be ejected from an event for violating these rules)