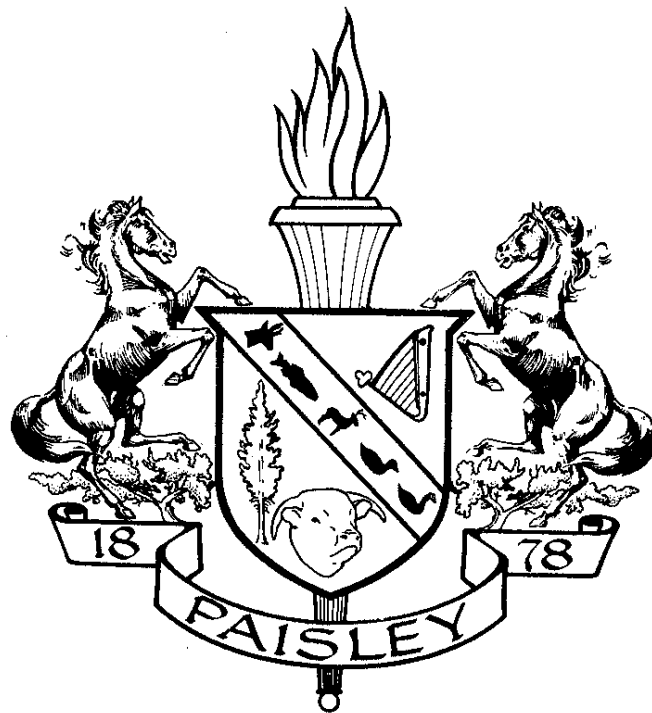


PAISLEY SCHOOL DISTRICT STUDENT HANDBOOK



Paisley High School
Paisley, Oregon

PAISLEY, OREGON
2015-2016
SCHOOL YEAR

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BRONCO HANDBOOK 2015-2016

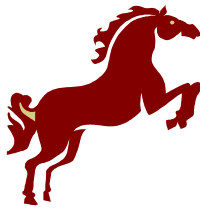
The purpose of this book is to communicate to students and parent/guardians the general information, rules and procedures of the Paisley School District. It is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement.

NON-DISCRIMINATION

Paisley School District 11 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of educational services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights in discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following individual has been designated to coordinate compliance with these legal requirements and may be contacted at the Paisley District office for additional information and/or compliance issues: District Superintendent Bill Wurtz.

PAISLEY SCHOOL DISTRICT MISSION STATEMENT



Paisley School District will provide a seamlessly articulated preschool through twelfth grade education that is academically challenging. We recognize the unique community involvement of a small rural school and the global perspective of a diverse student population. Thus, our commitment is to develop well-rounded citizens ready for college, the workforce, and a lifetime of service to their community.

Paisley Student Goals

- Read and communicate effectively
- Think critically and solve problems
- Work effectively in groups as well as individually
- Demonstrate civic, global, and environmental responsibility
- Recognize and value diversity among people.

Paisley's "Character Counts" Words For 2015-2016

Respect, Courage, Citizenship, Caring, Diligence, Integrity, Loyalty, Fairness, Trustworthiness

BOARD OF DIRECTORS

Ross “Corky” Colahan
Glen Newton
Angela Dougherty-Sanders
Bob Story
Dale Chiono

Chairperson
Vice-Chair
Member
Member
Member

Regular Board meetings are held on the second Monday of each month at 6:30 pm in the Spanish-Tech room of the Paisley High School, or another identified location in Summer Lake.

ADMINISTRATION

Bill Wurtz
Mollie O’Leary
Barbara Richardson
Ruth Robinson

Superintendent/Principal
Business Manager
District Secretary
Head of Maintenance/Transportation

STAFF

Teachers

Bruce Arrington
Linda Brickner
Katie Escene
Michael Jones

Mary O'Leary
Kim Nichols
Courtney Wertz
Michael Norris
Robert Davis
Kris Norris

Position

Elem. / M.S. Science, Art, and Radio
Boarding Facility Supervisor
Science/Math 7th – 12th Grade
Math, Soc. Studies/Academic
Counseling/Leadership, Technology
Pre-Kindergarten-4th Grade
5th – 6th Grade
Social Studies/English 7th-12th Grade
Wood Shop/Welding
Welding
Drama

Support Staff

Nita Cardoza
Gena Cooper
Shannon Hart
Marsha Owens
Delle Colahan
Alexa vanBelle
Cindy Wurtz
Debbie Williams

Position

Elem. Educational Assist./Registered Teacher
Bus Driver
Bus Driver
Custodian
Custodian
Office Assistant
Librarian/Educational Assistant
Spanish/Testing Coordinator/Senior Portfolio

STUDENT BODY OFFICERS

President
Vice-President
Secretary
Treasurer
Assistant Treasurer
Sgt. at Arms

TBA
TBA
TBA
TBA
TBA
TBA

EXTRA-DUTY ASSIGNMENTS

Athletic Director
High School Cross Country Coach
High School Boys' Basketball Coach
Assistant High School Boys' Basketball Coach
High School Girls' Basketball Coach
Assistant High School Girls' Basketball Coach
High School Boys' and Girl's Track Coach
Assistant High School Boy's and Girl's Track Coach

Jon Jones
Tony Cardoza
Michael Jones
Colleen Withers
Matt Withers
Colleen Withers
Mark Douglas
Tony Cardoza

STUDENT ADVISORS

7th - 8th Grade
Arts & Communication
National Honor Society/National Jr. Honor Society
Student Council
Community Service/Student Volunteer Coordinator
Senior Class

Mary O'Leary/Parent Volunteers
Bruce Arrington
Debbie Williams
Michael Jones
Debbie Williams
Michael Jones

CONDUCT

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others on the basis of race, color, national origin, handicap, sex or age.
2. The right to attend free public schools and the responsibility to attend regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion and decisions, which the student believes injures his/her rights.
4. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others.
6. The right to privacy, which includes privacy in respect to student's records.
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

Student Code of Conduct

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

[Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.]

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

1. **Assault.**
2. **Hazing, harassment, intimidation, bullying or menacing.**
3. **Committing extortion, coercion or blackmail that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.**
4. **Disorderly conduct, false threats, and other activity causing disruption of the school environment.**
5. **Bringing, possessing, concealing or using a weapon.**
6. **Vandalism/Malicious Mischief/Theft.**
7. **Sexual Harassment.**
8. **Use, possession, or distribution of tobacco, alcohol or drugs, including drug paraphernalia.**
9. **Use or display of profane or obscene language, or directing profanity, vulgarity, or obscene gestures toward other students.**
10. **Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.**
11. **Violation of district transportation rules.**
12. **Violation of law, Board policy, administrative regulation, school or classroom rules.**

- 13. Plagiarism.**
- 14. Leaving school grounds or school-sponsored events without permission.**
- 15. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.**
- 16. Name calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence.**
- 17. Inappropriate physical or sexual contact.**
- 18. Offensive conduct of a sexual nature whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct which is directed toward another student or staff member.**
- 19. Persistent failure to comply with rules under the lawful directions of staff or District officials.**

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

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

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

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

**In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

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

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

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

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

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled.

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

DISCIPLINE

Discipline Guidelines

The staff, administration, and the Board of Directors feel strongly that order must prevail for teachers to teach and students to learn. The District wants to work with parent/guardians for the best interests of all students of the community.

Students of the Paisley School are expected to:

- 1. Treat people and things with respect.**
- 2. Obey all reasonable requests of staff.**
- 3. Be actively involved in learning.**

Classroom Expectations

- 1. Students will follow the teacher's directions**
- 2. Students will be in their rooms with necessary materials and will be prepared to work when the bell rings or class starts.**
- 3. Students who have four unexcused tardies in a class in a quarter will automatically receive detention.**
- 4. Students will keep hands, feet, and all other objects to themselves.**
- 5. Students will stay on task.**
- 6. Students will maintain respect for self and others.**

These expectations are the main focus of discipline at Paisley School. All discipline will be administered in such a manner as to assist students in living up to these expectations.

Teachers are responsible to maintain classroom discipline. Each teacher will have the flexibility to develop classroom procedures that will encourage students to meet the expectations of Paisley School. Teachers will:

- 1. Develop a written classroom procedure that outlines classroom rules and expectations**
- 2. Give a copy of classroom expectations to class members within the first week of school**
- 3. Provide a copy of classroom expectations to the administration. The major approach to discipline will be to teach correct behavior.**

The following are ways this is to be done:

- 1. Students are to be taught what is proper by example.**
- 2. Assist students in problem solving skills by helping them think about their actions.**
- 3. Staff will administer a consequence appropriate to the offense, including loss of privileges, making students accountable for damages caused by inappropriate behavior, and/or apology.**

4. Parent/guardians or guardians will be notified of major offenses.
5. Staff members have the authority to assign students to after-school or lunch detention for one detention period. The behavior that has caused detention assignment will be noted on the Report of Misconduct. It shall be preferred practice that elementary students who need correction are not given detentions with high school students.
6. In-school suspension is an alternative form of suspension. Only the Superintendent may assign students to in-school suspension. This will be done when suspension and detention are deemed to be inappropriate or ineffective.
7. Administrative Referral - A student will be referred to the office as a last resort when corrective intervention is nonproductive and not correcting the behavior or when the infraction jeopardizes the health, safety, or welfare of themselves or others, causing a severe disruption interfering with the duties carried out by the staff to maintain an environment conducive to learning. A Report of Misconduct detailing the infraction(s) and the action taken will be sent home to parent/guardians. The Report of Misconduct will be signed by the parent/guardians and returned to the office.

Due Process

Before disciplinary action is taken by the administration, the student has the right to know the reason for the referral and be given an opportunity to discuss the referral prior to a decision by the administration. If a student feels he/she has been unjustly referred for discipline and the action taken has been rendered unfairly, he/she has the right to ask or have his/her parent/guardians appeal the decision under the Complaint Procedure outlined in the Student Handbook.

Disciplinary Options

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, staff, and administration; detention; suspension; expulsion; and/or removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug and/or alcohol related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

Detention: A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin however, until the student's parent/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of detention. The Superintendent shall notify the parent/guardians of the assignment.

Suspension: Suspension temporarily takes away the privilege of attending school or school activities from a student. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a court hearing, a medical evaluation, a review by a probation officer, an expulsion hearing, or incarceration by court action. Paisley School District will follow applicable federal and state laws regarding due process in the suspension process.

A student may be suspended from school for willful violations of the Student Code of Conduct.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of reason(s) for the suspension, the length of the suspension, a plan for re-admission, and an opportunity to appeal the decision. A suspension may not exceed 10 school days. Every reasonable and prompt effort will be made to notify the parent/guardians of a suspended student. While under suspension, a student may not attend after school activities and athletic events, be present on District property, or participate in activities directed or sponsored by the District.

Schoolwork missed by a student while on suspension may be completed upon the student's return if the work missed reflects achievement over a greater period of time than the length of suspension. Students will be given the opportunity to take work home with them at the beginning of the suspension period and are expected to see that additional homework is picked up by their parent/guardian throughout the suspension period. Assigned work is to be completed prior to the student's return. It is the student's responsibility that all other work is completed upon their return (tests, labs or work requiring contact or instruction from the teacher).

Corporal Punishment

Corporal punishment is not to be used by any member of the Paisley School District as a means of discipline.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

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

Alternative Programs: Prior to expulsion the District will propose to the parent/guardian or eligible student alternative programs of instruction. This proposal shall be documented.

Recommendation for Expulsion: The Superintendent makes the recommendation for expulsion based on an investigation of behaviors, actions, or other violations of school District rules or policies then arranges for a hearing and a hearings officer.

Student Notification: The student is notified in writing of the specific charge or charges, when and where the hearing will take place, and his or her right to a representative. This notice will also include the right to waive the hearing by an eligible student or parent/guardian.

Parent/Guardian Notification: A notice shall also be sent to the parent/guardian by certified mail or personal service citing the charge or charges and the specific acts that support the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and his/her right to representation and the right to waive, in writing, a hearing. The written notice shall be mailed by certified mail at least five (5) days prior to the date of the hearing.

Hearings Officer: Unless otherwise provided by the School Board, the Superintendent, or a person he/she may designate, will act as the hearings officer. The District may contract with persons not employed by the District to serve as the hearings officer. The District shall maintain control over and conduct the hearing or review.

Translator: The hearings officer shall provide a translator if needed for translation from a foreign language or other communication handicap.

Right of Representation: The student shall be permitted to have a representative (counsel or other person) present at the hearing to advise and represent him. If representation will be present, the student or parent/guardian shall notify the District at least 48 hours in advance of the scheduled hearing date.

Right to Introduce Evidence: The student shall be afforded the right to introduce evidence by oral testimony, writings or exhibits.

Right to Hear Evidence: The student shall be permitted to hear the evidence presented against him/her by the District.

Rules of Evidence: Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.

Record of Hearing: The hearings officer and/or the accused may make a record of the hearing.

Duties of the Hearings Officer: The hearings officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant history and records of the student. The hearings officer shall submit to the Board its findings as to facts, whether or not the pupil charged is guilty of the conduct alleged, and his decision of disciplinary action, if any, including the duration of the expulsion. The above decision shall be made available to the Superintendent, the Board, the student and the parent/guardian at the same time and in identical form.

Appeals/Review Process: The School Board may review the decision of the hearings officer on its own or as a result of an appeal in writing by the Superintendent, student or parent/guardian, and may affirm, modify, or reverse the decision. If an appeal is not requested in writing within two school days upon receipt of the hearings officer's decision, the decision shall stand. If an appeal is properly requested the local district Board shall meet at its earliest convenience to hear such appeal. Parties involved with the expulsion hearing have a right to be heard during the appeal.

Conduct of Hearing and Appeal/Review: Expulsion hearings shall be conducted in private and the Board Appeal/Review of the hearings officer's decision, if any, shall be conducted in executive session unless the eligible student or parent/guardian requests a public hearing.

Examples of Student Behavioral Infractions and Disciplinary Action(s)

General Profanity or Obscene Gestures Toward a Fellow Student or Staff Member: Consequences may include: Administrative conference, parent/guardian conference, or in-school suspension for 1-5 days. Continued behavior will result in out-of-school suspension for 1-5 days with a parent/guardian conference and/or up to 10-day suspension pending an expulsion hearing.

Off Campus without Authorization: Consequences may include: Administrative conference, parent/guardian conference, or in-school or out-of-school suspension for 1-5 days. Continued behavior will result in parent/guardian conference, additional out-of-school suspension, and/or up to 10-day suspension pending an expulsion hearing.

Truancy: Consequences may include: Administrative conference, parent/guardian conference, in-school or out-of-school suspension for 1-5 days, make-up time, and/or up to 10-day suspension pending an expulsion hearing. Oregon State Law authorizes the Superintendent to issue a school attendance citation to the parent/guardians, which may result in a fine of \$100.

Disruptive Behavior (Disrupting the Learning Process): Consequences may include: Administrative conference, in-school or out-of-school suspension for 1-5 days and make-up time. Continued behavior will result in additional out-of-school suspension, make-up time, and/or up to a 10-day suspension pending an expulsion hearing.

Being an Accessory to Violations of School Rules: Being an accessory to violations of school rules means the student is present while school rules are being broken and it is determined during investigation by the administration that it is reasonable to assume that he/she was part of the act, or condoned, encouraged, concealed, or furthered the violation.

Consequences may include: The administrator will establish the consequence after considering the violation to which the student was an accessory. Minimum consequences may include an administrative conference, in-school or out-of-school suspension for 1-5 days. Maximum consequence will be up to a 10-day out-of-school suspension pending an expulsion hearing.

Habitual Misbehavior: Habitual Misbehavior means repeated violations or excessive accumulation of rules violations.

Consequences may include: Administrative conference and up to a 10-day suspension from school until a hearing can be held. The purpose of the hearing will be to determine what school officials and parent/guardians can do to assist the student in changing behaviors, which will lead to both social and academic success. Continued misbehavior may lead to further discipline up to a 10-day suspension pending an expulsion hearing.

Fighting, Physical Violence, Assault, Striking, Punching, Kicking, Hitting, and Causing Physical Injury: Consequences may include: Administrative conference, parent/guardian contact, 1-5 day out-of-school suspension. Continued behavior will result in further discipline up to a 10-day suspension pending an expulsion hearing.

Physical Abuse of a Staff Member: Consequences may include: 10-day suspension pending an expulsion hearing.

Threats of Harm: When a staff member receives information that a student is threatening another student or District staff member, the staff member will notify the Superintendent about the incident.

Consequences may include: The first offense will result in a conference with the intent of resolving the problem. All parties identified as part of the difficulty will be involved and parent/guardians will be contacted. A minimum of an administrative conference or a maximum of 5 days out-of-school suspension may result. Additional offenses will result in further discipline up to a 10-day suspension pending and expulsion hearing.

Weapons: Firearm is defined under federal law as any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to: firearms (loaded or unloaded); knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parent/guardians and patrons. "Dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on District property is subject to seizure or forfeiture.

Consequences: Incidents of students possessing dangerous weapons will be reported to the student's parent/guardians and will be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and against students who assist possession in any way up to a 10-day suspension pending an expulsion hearing. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Thrown Objects: When, in the opinion of the presiding teacher, an object is thrown in such a manner that the safety of anyone in the general area could be affected or a disruption of the teaching process occurs, the student may be removed from the classroom.

Consequences may include: Depending on the circumstances involved, the student may receive a minimum of an administrative conference to a maximum of 5 days out-of-school suspension.

Spitting: Spitting is a health issue, and indiscriminate spitting will not be tolerated.

Consequences may include: When, in the opinion of the teacher, spitting has occurred inappropriately, the student may receive a minimum of an administrative conference to a maximum of 5 days out-of-school suspension.

Theft or Vandalism: (The school is not responsible for theft of personal belongings. Locks for lockers will be provided upon request from the school for a refundable deposit of \$5.00. Use of personal locks is not allowed).

Consequences may include: Students found to have committed theft or vandalism may be required to perform community service work, and/or pay for damages and clean-up costs. After an administrative conference, and depending on the severity of the act, charges may be filed with local law enforcement. In addition, the party responsible may receive a minimum of a parent/guardian conference, up to 10 days out-of-school suspension, and/or a up to 10-days out-of-school suspension pending an expulsion hearing. **AT ALL LEVELS, THE STUDENT AND PARENT/GUARDIAN ARE RESPONSIBLE FOR PAYING FOR VANDALISM REPAIRS, AND/OR THE VALUE OF THE ITEM STOLEN.**

Setting of Fires/Pulling Fire Alarm: An administrative conference may be held to arrange a student/parent/guardian meeting with the Fire Marshall and/or Sheriff. Students may receive a 1-5 day out-of-school suspension and up to a 10-day suspension pending an expulsion hearing.

CONTROLLED SUBSTANCE POLICY

Definition of a Dangerous Drug: A dangerous drug is defined as any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to: marijuana, codeine, heroin, stimulants, depressants, alcohol, and hallucinogenic drugs. Reference: Drugs of Abuse, Drug Enforcement Administration, U.S. Department of Justice, Washington, D.C.

Use and Possession: Students who use, possess, share, or are under the influence of alcohol, narcotics, other dangerous drugs or look alike drugs, on District property during school hours or at any school-sponsored activity are subject to immediate out-of-school suspension, notification of legal authorities, and/or up to 10-days suspension pending an expulsion hearing.

First Violation -

1. The student will be immediately suspended for up to ten (10) calendar days
2. The police and/or juvenile authorities may be notified
3. An administrative conference will be held and may include the student, the student's parent/guardians, the police and school personnel. At the conference, the student may be questioned regarding the use and source of the drugs and/or alcohol
4. The Superintendent may recommend that a chemical abuse assessment be performed by an approved third party at the parent/guardian's expense. The result of the evaluation, and/or treatment program if required, will be submitted to the Superintendent for consideration. Should the chemical assessment occur before the end of the suspension period, and the student and parent/guardians agree to cooperate with the assessment recommendations, the remainder of the suspension may be reduced.
5. Upon re-admittance to school, the student and/or parent/guardians may be requested to meet with the counselor and/or Superintendent on a regular basis until all parties agree that no further counseling is needed.

Second Violation -

1. The student will be suspended for 10 days pending an expulsion hearing
2. The police and/or juvenile authorities may be notified
3. An administrative conference will be held and may include the student, the student's parent/guardians, the police and school personnel. At the conference, the student may be questioned regarding the use and source of the drugs and/or alcohol
4. The Superintendent may recommend that a chemical abuse assessment be performed by an approved third party at the parent/guardian's expense.

Selling: Students who sell alcohol, narcotics, or other dangerous or look alike drugs on District property or within those boundaries established by law at any time or at any school sponsored activity or event will be subject to immediate 10-day suspension with recommendation for expulsion.

Drug Testing Program-Positive Results: Students who test positive for alcohol and/or other drugs in the Paisley Drug Testing Program will be subject to other consequences as outlined in the Drug Testing Policy (page 14).

Tobacco: Student possession, distribution, or the use of tobacco or inhalant delivery systems on school grounds during school hours, or while participating in school-sponsored activities is prohibited by Oregon law and District policy regardless of age and will result in disciplinary action.

Consequences: Violation of this policy will result in a 1-5 day out-of-school suspension and a report may be filed with the authorities. Multiple offenses in a school year may result in up to a 10-day suspension with recommendation for expulsion.

Students who test positive for tobacco use in the Paisley Drug Testing Program will be subject to consequences as outlined in the Drug Testing Policy (page 13).

Violation of Civil Rights

It is the policy of Paisley School District 11 to not discriminate on the basis of sex in its educational programs or activities as required by Title IX of the 1972 Education Amendment.

Paisley School respects the rights and freedoms granted under the Constitution of the United States and expects all students and staff to uphold an attitude of tolerance to the diverse views and divergent cultural heritage's of our society. No person will harass, disparage, or infringe on the rights of any person due to their race, sex, religion, political views, beliefs, or cultural heritage. Any violation of this policy will result in discipline, suspension, or expulsion. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature.

First Violation will result in a one (1) day suspension from school until a parent/guardian conference is held. A second violation of this policy will result in a 1-5 day out-of-school suspension. A third violation of this policy will result in a 10-day suspension with recommendation for expulsion; legal action may also be taken.

Discipline of Students with Disabilities

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

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

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

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

Discipline Procedures for Elementary Recess

1. Verbal Warning - Depending on the situation, a 5-minute time-out may also be carried out to calm the moment.
Written Warning - This is a step before a detention is given to notify parent/guardians of a problem on the playground or cafeteria. A copy of the signed warning is given to the Superintendent, teacher, student and one mailed home for parent/guardians (in case the student does not show parent/guardian). 5-8 Grades will serve classroom detention and parent/guardians will be called.

K - 6 Severe Disruption Consequences:

Sent to the office with detention slip, parent/guardians called, and student sent home. Most of the time a written warning has been issued first, but not always. If, during group activities such as football, basketball, soccer, or anything in which the students are involved, a warning is given for any reason, the activity may be suspended for a designated period of time. The length depends on the severity of the problem. The individual that is causing the disturbance may be removed from the activity, and the game may continue without stopping entirely. The individual may have to spend at least 5 minutes or the remainder of recess out of the activity and may not be able to participate the next day, depending on the severity of the situation.

DRUG, ALCOHOL AND TOBACCO PREVENTION POLICY

Definition: Participating Student: Any 7th through 12th grade student participating in the following activities: interscholastic athletic or intramural programs sponsored by the Paisley School District; extracurricular activities including student government, drama, and clubs such as National Honor Society, and/or living in Collins/McDonald Hall. Sports Season: fall, winter, and spring seasons begin on the first day of practice allowed by the Oregon School Activity Association and end the day prior to the beginning date of practice of the next season.

Policy Statement

The District conducts a mandatory and random drug testing program for students subject to this policy with a threefold purpose: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal/controlled drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs.

A COPY OF THE COMPLETE DRUG TESTING POLICY IS AVAILABLE AT THE DISTRICT OFFICE AND IN THE 2015-2016 ACTIVITY POLICY HANDBOOK.

PUBLIC DISPLAYS OF AFFECTION (PDA's) POLICY

Public Displays of Affection (PDA's) by Paisley students should be of a nature and level that are exhibited by those adults that are role models, i.e. parents, teachers and family friends. Examples of acceptable PDA's: hand holding and occasional hugs expressing sympathy or congratulations. Examples that are not acceptable: excessive and/or constant hugging, inappropriate touching, and kissing.

Consequences

Students who receive a referral from a staff member for not following this policy will face the following consequences:

First referral in a quarter: a written warning is given to the student by the Principal indicating they are not following school policy.

Second referral in a quarter: the student and their parents will attend a conference with the Principal about the student's behavior.

Third referral in a quarter: the student will serve an assigned detention(s). Further referrals could result in school suspensions at the discretion of the Principal.

PERSONAL ELECTRONICS POLICY

Personal electronic devices (i.e. iPods, Cell Phones) are not allowed to be used by students during school hours of 7:45 AM to 4:00 PM without approval of a staff member and/or principal. They can however be stored in the student's locker or in a classroom. Also see **TELEPHONES** on page 34.

Consequences

Students found using personal electronic devices during school hours will face the following consequences.

First offense in a semester: The electronic device will be turned into the office and can be picked up by the student at the end of next school day.

Second offense in a semester: The electronic device will be turned into the office and can be picked up by the student's parent/guardian at the end of the next school day.

Three or more offenses in a semester will result in the student being assigned a detention for each infraction.

PAISLEY SCHOOL CYBER-BULLYING POLICY

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyber bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students must follow the policy on Electronic Communications Systems (IIBGA) and sign the student agreement for t Electronic Communications Systems account.

PAISLEY SCHOOL DISRESPECT POLICY

Paisley School's Disrespect Policy was created to help students learn to be respectful to adults and each other during school. Staff members and fellow students should not have to deal with disrespect from other students.

This policy follows the three strikes and you're out practice. On each infraction the student will have to write sentences, a letter of apology and a form letter will be sent home to their parent/guardian.

After the second incident a one page paper on the subject of respect will be assigned to the student.

After the third incident the student will be required to attend the next regularly scheduled District Board meeting, (second Monday of each month) and explain to the board why he/she is having trouble being respectful at school.

Additional problems will result in the same, as above, with the addition of suspension.

RULES

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are **required** to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Exemptions by Law

The school may grant an exemption from compulsory attendance to the parent/guardian of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time.
2. Employed part-time and enrolled in school part-time.
3. Enrolled in a community college or other state-registered alternative education program.

Such exemptions must be submitted in writing to the Superintendent. Such exemptions shall be granted for a limited time only and will be reviewed semi-annually.

Any parent/guardian who fails to send a student to school within three (3) days of notification by the District that their student is not complying with compulsory attendance requirements may be issued a citation by the District for the student's failure to attend school. Violation is a Class B infraction of law and is punishable by a court fine up to \$100. The District will notify the parent/guardian in writing that, in accordance with law, the Superintendent will schedule a conference with the non-attending student and his/her parent/guardians to discuss attendance requirements. The written notice will include the following:

1. The Superintendent or designee has the authority to enforce the provisions of the compulsory attendance laws.
2. Failure to send a student to school is a Class C infraction.
3. A citation may be issued by the District in the amount of a \$100 fine.
4. A conference with the parent/guardian and student is required.

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

Violations, as determined by the court, may be punishable by a requirement to complete a parent/guardian effectiveness program approved by the court and/or a fine of not more than \$1,000.

Absences and Excuses

1. A **high school** student who is absent will bring a parental/guardian note to the **office** upon return to school. **Elementary students** will return parental/guardian notes to their **teachers** upon return to school.
2. The school secretary will attempt to notify parent/guardians on the day that their student is absent.

3. Upon the fifth unexcused student absence in a semester, the attendance secretary will send a notification letter to the parent/guardians indicating days missed. Parent/guardians may be required to verify student's absences within five days.
4. A high school student that misses eight days in a semester may lose credit in the classes missed.
5. Credit may be restored by the Superintendent upon parental/guardian documentation of absences. The Superintendent's decision regarding credit may be appealed to the Board of Directors.
6. Parent/guardians are requested to notify the school when their child is going to be absent or has been absent. (Elementary student's parent/guardians should notify teachers and high school parent/guardians should notify the office.).
7. **The determination as to whether the absence is excused or unexcused will be made by the District as per ORS 339.065 (1) (2) (3).**

Excused Absences

The following are the only reasons that an absence can be excused according to Oregon state law:

- Student illness
- Illness in the student's family if it prevents the student from attending school
- A medical or family emergency
- Dentist or doctor appointment

A note should accompany the student upon return to school following an excused absence. This could be a note from a doctor, dentist, or parent.

Students will be given sufficient time to complete missed work during an excused absence. They will be given the number of days equal to the number of missed days. For example, if a student misses four (4) school days due to an excused absence he/she has four (4) days upon return to complete and turn in the work for credit. Students will not be able to makeup such things as classroom lectures or labs.

Absenteeism will not be used as the sole criteria for the reduction of grades.

Unexcused Absences/Tardies

Any absence that is not in one of the categories listed above will be considered unexcused. Students who have unexcused absences or tardies will not be allowed to make up work missed. Excessive unexcused absences and/or tardies will result in disciplinary action which may include detention or suspension.

Tardies will be handled by the office. Three unexcused tardies in any nine-week period may result in detention. The District determines if a tardy shall be excused or unexcused.

Pre-arranged Absences

Paisley School requests that families schedule vacations so not to conflict with school. In the case of a planned absence, arrangements should be made at least a week in advance with the classroom teachers and the front office prior to the student's absence. The student's family will be required to complete a "Pre-arranged absence" form that needs to be initialed by each of the student's teachers and a front office secretary. Any assignments given to the student to complete during the pre-arranged absence must be turned in immediately upon his/her return to school.

Ten (10) Day Drop Policy

If a student has ten (10) consecutive excused or unexcused absences, that student will be dropped from the rolls. For a student to re-enroll, a conference with the superintendent or designee is required. Parents may be required to produce a doctor's note if excessive absences are caused by chronic illness.

CAFETERIA RULES

1. Help keep the cafeteria clean.
2. Talk in normal tones to keep noise down.
3. Do not throw ANYTHING.
4. No running or rough housing.
5. Hats must be removed upon entering the Cafeteria.

Failure to abide by the rules may result in loss of cafeteria privileges.

CLUBS AND ORGANIZATIONS

Student clubs, organizations, and teams may establish rules of conduct, and consequences for misconduct, that are stricter than those for students in general. However, all rules must be in compliance with all state and federal laws. If there is a violation of the Student Code of Conduct, the consequences specified by the District shall apply in addition to any consequences specified by the organization.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event will be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Rules Governing Paisley High School Dances and Social Activities

1. All high school dances are sponsored by high school groups and put on for the benefit of Paisley High School students in grades 9-12 only
2. A dance or social event form is to be turned into the office at least 2 weeks in advance of the activity and is to include the following:
 - a) Chaperones – The club advisor and two staff members (minimum). More adults may be needed depending on the size of the activity.
 - b) Hours, date, and place of proposed function
 - c) Committee head or chairperson of the clean-up committee as well as the person to be in charge of the dance or social function

Guests must be registered in the office **12:00 pm (noon)** on the Wednesday before the dance or social function. Guests must be approved by the Superintendent. **No guest will be approved who is not currently an enrolled student of a public or private high school or a home school program or who is over the age of 18. The exception to this rule will be Paisley alumni who have graduated within the past two years.** A high school student may invite one guest only. This guest is to attend the dance or function with the PHS student who invited him/her. **Students are not allowed to invite guests for other students.** All guests are to remain with the student who invited them to the social event.

3. Students who are not in attendance at school the day of a dance, or the last school day of the week (except for school-related absences) will not be allowed to attend.

Chaperone Guidelines

1. Advisors and/or chaperones shall be in charge and act in behalf of the superintendent/principal at all functions. Students are expected to follow the directions of the supervisors throughout the duration of dance or activity.
2. The use of alcohol, tobacco products, drugs, or vulgarity at any school function will result in immediate disciplinary action by the superintendent/principal or his/her designee, removal from the function and notification to law enforcement.

3. If a student is suspected of being under the influence of drugs or alcohol, the chaperones shall notify the superintendent/principal or his/her designee immediately. The chaperone(s) will stay with the student until help arrives. Law enforcement will be notified.
4. Admittance to any school related dance will be refused after 9:00 pm
5. Dances are to be held between 8:00 pm and 11 pm, except Prom which may continue until 12:00 am.
6. Students are to sign out if they leave the dance early. Once a student or guest leaves the dance, they will not be permitted to re-enter the dance. Parents/guardians may be notified when a student leaves a dance early.
7. Guests will not be allowed to attend a dance without an approved admission slip approved or signed by their school administrator in advance.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and Superintendent. Students may be required to submit such publications to the administration for approval. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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

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

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

Disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

Responsibility for dress and grooming rests primarily with students and their parent/guardians. However, the District expects student dress and grooming to meet the standards, which ensure the following conditions do not exist:

1. Disruption or interference with the classroom learning environment and/or,
2. Threat to the health and/or safety of the student concerned, or other students

With these responsibilities in mind, the Board has adopted a dress code, which meets the following criteria:

- A) Assures the basic rights of individuals granted under the Constitution of the United States
- B) Is applicable for ages of students from kindergarten through 12th grade and,
- C) Promotes an educational atmosphere conducive to wholesome learning

Parent/guardians and students have the obligation, and within certain prescribed bounds, the right to determine their children's dress. The staff members will determine inappropriate dress, using the following guidelines:

- 1. Dress must comply with the health and safety codes of the state of Oregon.**
- 2. Dress must not interfere with the educational process or the rights of others.**
- 3. For health reasons, shoes must be worn.**
- 4. Bare midriffs, see-through garments, bare backs, halter-tops, spaghetti straps, low-cut blouses, low cut tank tops, exceedingly tight clothing, and pajamas are prohibited.**
- 5. Shorts, skirts, and dresses can be no shorter than mid-thigh (fingertips).**
- 6. Clothing or jewelry that project images or references to the occult, death, suicide, profanity, obscenity, sexual innuendoes, alcohol, drugs, tobacco or gangs are prohibited.**
- 7. Clothing and jewelry should be in conformity with the accepted standards of the community**
- 8. Underwear will not be visible.**
- 9. Chains and/or spikes are prohibited.**

A teacher is allowed to restrict the manner of dress or length of hair when it pertains to the health and/or safety of a student(s) in that teacher's specific area.

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

Students who are dressed or groomed inappropriately will be sent to the Superintendent. Student consequences for inappropriate dress and grooming are addressed under Code of Conduct (page 4).

FIELD TRIPS

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

GANGS

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

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

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

No student on or about District property or at any activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang involvement.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gang nor commit any other illegal act or other violation of District policies.

Students in violation of the District's gang policy will be subject to discipline in accordance with the District's Student Code of Conduct.

LOCKERS

Students are assigned lockers for their convenience. The School Secretary is in charge of assigning lockers. Locks are optional, however, if a student decides to use a lock it must be one issued by the office. There is a \$5.00 charge for the lock, which will be refunded at the end of the school year when it is returned to the office. Locks not issued by the school will be cut and removed. Please remember that lockers are not totally secure. **DO NOT KEEP MONEY OR OTHER VALUABLE ITEMS IN YOUR LOCKER.** The school does not assume responsibility for the safety of valuables in lockers. **No tape, stickers, or items secured by such are to be placed on lockers. Writing or marking in any form is prohibited on or in lockers.** Student will be charged to remove stickers and repair any damage to lockers.

Although students are assigned lockers, the lockers remain the property of the school and are to be kept clean by students. The school has the right to search lockers under certain conditions relating to the safety, security, and orderly conduct of school students. Items, which are disruptive, dangerous or illegal, may be seized. All property (except dangerous or illegal) taken from lockers will be returned to the true owner except for items held by law enforcement personnel or other authorities.

Students in the 9th through 12th grade will be assigned lockers upstairs. Seventh and Eighth grade students will be assigned lockers on the main floor of the building based on availability. If lockers are unavailable to 7th and 8th graders on the main floor, they may be assigned lockers upstairs. Assignment of lockers to students is at the sole discretion of the Superintendent/Principal or designee.

POSTERS

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

SEARCHES AND QUESTIONS

Searches

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or District policy.

Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession or forfeited in accordance with law. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by District officials.

A general search of District facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the District, or which are unlawful or are in violation of District policy may be seized when appropriate. Students will be notified that searches of District property have occurred and will be notified of any items seized.

Questions

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Superintendent or designee will be present when possible. An effort will be made to notify the parent/guardian of the situation. A student has the right to refuse questioning without his/her parent/guardian present.

Parent/guardians are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude District personnel from the investigation procedures and may prohibit District personnel from contacting parent/guardians.

TRANSPORTATION OF STUDENTS

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

Disciplinary sanctions and changes in transportation of a student with a disability shall be made in accordance with the provision of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Bus Rules

While riding a school bus, students will:

1. Obey the driver at all times.
2. Not throw objects.
3. *Not have in their possession any weapon as defined by Board Policy JFCJ – Weapons in the Schools.
4. *Not fight, wrestle or scuffle.
5. *Not stand up and/or move from seats while the bus is in motion.
6. *Not extend hands, head, feet or objects from windows or doors.
7. *Not possess matches or other incendiaries and concussion devices.
8. *Use emergency exits only as directed by the driver.
9. *Not damage school property or the personal property of others.
10. *Not threaten or physically harm the driver or other riders.
11. *Not do any disruptive activity which might cause the driver to stop in order to reestablish order.
12. *Not make disrespectful or obscene statements.
13. *Not possess and/or use tobacco, alcohol or illegal drugs.
14. Not carry glass containers or other glass objects; aerosol cans or blown up balloons;
15. Not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
16. Accept assigned seats.
17. Stay away from the bus when it is moving.
18. Be at the bus stop five minutes before the scheduled pick up time (schedules will posted on all buses).
19. **Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Violations

Each year the District will include the following procedures for violations in the Student Handbook.

The District will provide interpretation to those students/parent/guardians whose primary language is not English.

A student may be assigned a seat at any time to help them be successful.

Disciplinary Procedures for Violations

1. First Citation – Warning*: The driver verbally restates behavior expectations and issues a warning citation*.
 2. Second Citation*: The student is suspended from the bus until a conference, arranged by the Superintendent, has been held with the student, the parent/guardian, the bus driver, and the Superintendent.
 3. Third Citation* of the year: The student receives a suspension and will not be able to ride the bus until a conference, arranged by the Superintendent, has been held with the student, the parent/guardian, the bus driver, the District Board and the Superintendent. At this time, a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
 4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the Superintendent, involving the student, the bus driver, the Superintendent, and the parent/guardian.
 5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.
- * All citations must be signed by the parent/guardian, the bus driver and the Superintendent before the student will be allowed to ride the bus again.

Appeal Procedure

If a student or parent/guardian wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent/guardian wishes to complain about a school employee's decision, use policy JFH-Public Complaints about District Personnel.

- STEP I The student or his/her representative will discuss the issue with the Superintendent.
- STEP II If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the Superintendent. This is to be done within 10 school days of the act or condition, which is the basis of the complaint. The administration will, within three school days, arrange a student, parent/guardian, and Superintendent Conference with the goal of resolving the issue.
- STEP III Within five school days, the Superintendent is to communicate, in writing, the decision to the student and the student's parent/guardians.
- STEP IV If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Suspension Procedure

Due process procedures used by the District governing student behavior shall be applied. Normally, the suspension process shall be in accordance with the following procedures:

1. Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the Superintendent or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing

2. The student will be informed of the violations(s) and given the opportunity to be heard and present his/her view of the occurrence

3. If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement
4. If possible, parent/guardians will be notified immediately by telephone of the suspension and given reasons for the action. The parent/guardians will be encouraged to conference with the Superintendent.
5. A written communication will be mailed to the student and parent/guardians within one workday restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible re-admittance. The written communication shall state that the parent/guardian may appeal the reason for suspension and the duration of suspension to the Superintendent
6. In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA and EEACC-AR, Discipline of Disabled Students, and accompanying administrative regulation.

VEHICLES ON CAMPUS

Students who drive to school are to park in the gym parking lot. Parking is not allowed anywhere else in town. Students must have vehicle information and insurance on file in the front office. Student drivers should only leave campus for the following reasons:

1. During lunch to go to their own home. Students must have a parent permission slip on file in the front office.
2. At other times during the school day with parent permission and/or permission from the superintendent or his/her designee. Students MUST sign out at the front office before leaving and upon return.

AT NO TIME IS ANOTHER STUDENT ALLOWED TO RIDE WITH THE STUDENT DRIVER.

HEALTH AND SAFETY

ASBESTOS

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

COMMUNICABLE DISEASES

Parent/guardians of a student with a communicable or contagious disease are asked to telephone the office so that other students who have been exposed to the disease can be alerted. A student who has a contagious disease will be restricted from coming to school until no longer contagious. Restricted diseases shall include, but not limited to the following: Chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parent/guardians with questions should contact the school office.

DRILLS-FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies at least once each month during the school year.

Regular fire drills will be practiced at Paisley School District. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for the students in grades K-12.

At Paisley School we use the Standard Response Protocol (SRP) in cases of emergency on or near our campus. The SRP is based on four actions: **Lockout, Lockdown, Evacuate, and Shelter**. In the event of an emergency, the action and appropriate direction will be called out on the intercom system.

Lockout-“Secure the Perimeter”

Lockdown-“Locks, Lights, Out of Sight”

Evacuate-“To the Announced Location”

Shelter-“Using Announced Type and Method”

This protocol is reviewed three times a year with the student body. Each of the four actions are practiced throughout the year.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded students should follow the direction of the staff quickly and exit the building in an orderly manner as quickly and as quietly as possible. **STAY CALM - DO NOT RUN. DO NOT STOP BY YOUR LOCKER BEFORE LEAVING THE BUILDING**

After a fire drill occurs, teachers will review proper procedures for seeking shelter in the shortest possible time without confusion or panic. Any concerns raised in this discussion will be brought to the attention of the District safety committee.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parent/guardians according to information provided on emergency forms and submitted by parent/guardians to the school. Parent/guardians are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student’s parent/guardians or to another person as directed by parent/guardians on the student’s emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student’s parent/guardian whenever the student has been transported for treatment.

The teacher of the class in which an accident actually occurred should immediately report all injuries to the office. The student also has the responsibility to report an accident to the office. The staff member must complete an accident form in the office.

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency condition, the Superintendent or designee may alter District and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of all selected grade levels, delayed opening of school and early dismissal of students.

Parent/guardians (or emergency contacts if parent/guardians are not available) will be notified by a phone call from school personnel regarding emergency school closures. Radio Stations Q93 FM and 1230 AM in Lakeview and KPAI-LP FM 103.1 in Paisley will broadcast information concerning any emergency school closure.

IMMUNIZATION

A student must be fully immunized against diseases or present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunizations may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunizations may be excluded from school until such time as he/she has met immunization requirements. The Public Health Officer will notify parent/guardians of the reasons for the exclusion.

INFECTION CONTROL/HIV, HEPATITIS B, AND AIDS

Although HIV, AIDS, and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye, or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the District requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

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

Parent/guardians with questions about the District's Human Sexuality, AIDS/HIV and Sexually Transmitted Disease instruction should contact the Superintendent.

Students Infected with HIV, HBV, AIDS

As a general rule, a student infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and to be eligible for all rights, privileges and services as provided by law and Board policy. The District recognizes that a student/parent/guardian has no obligation to report any HIV or HBV condition diagnosis to the District.

"Special risk" student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the District is informed, the District is also prohibited by law from releasing information unless the infected person or parent/guardian gives permission for such release.

If a student/parent/guardian wishes to divulge such information and the student continues attending school, the District will meet with the infected individual or representative to develop appropriate procedures.

Parent/guardians of a student with a medical diagnosis of HIV deemed special risk by the student's health care provider, as well as parent/guardians of any student with AIDS, are required to notify the Superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In either case, students and parent/guardians will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or District procedures should contact the Superintendent.

CONTAGIOUS CONDITIONS

To protect the health of students and staff any student suspected of having a contagious condition will be excluded until competent medical authority certifies the student is no longer contagious. Student who show symptoms of illness or other conditions that can be spread to other students will be excluded from attendance.

Actions to be taken by District when a student has been determined to have head lice or nits:

1. Immediate notification of parent/guardian and exclusion of student
2. Parents will be given necessary information as to treatment and return procedures
3. Notification of staff, related parties, and other parents (student information not released)
4. Staff from effected classroom(s) will begin regular checks
5. Maintenance/Custodial staff will disinfect the effected classroom(s)
6. Administrative staff will monitor student attendance, treatment, and return

Head lice are a common problem among school age children. Paisley School District #11 (Charter) operates on a "Nit Free" policy. Children who are discovered to have head lice or nits will be sent home immediately and excluded from attendance until they are determined to be nit free by an independent health care provider. Suggestions for treatment of the child, home, and environment will be made available at the school office. The District shall make every effort to ensure the facilities are lice free by disinfecting classroom and conducting regular inspections of students in affected classrooms.

INSURANCE

All students participating in sports must have appropriate insurance. For those students without private coverage, insurance plans are available. Brochures and enrollment forms stating premiums and benefits are available in the school office. Students who are not covered by parent/guardians' insurance are advised to purchase accident insurance. *Please contact the Superintendent if there is a problem with purchasing insurance.*

The District shall not be responsible for cost of treating injuries or assume liability for any other costs associated with the injury.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

District Administered Medication

Requests for the district to administer medication shall be made by the parent in writing.

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

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

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

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

PHYSICAL EXAMINATION

Students participating in athletic competition must have a physical examination, performed by a physician, every two years, *prior to practice* and competition in athletics. (See Activity Policy Handbook.) Students shall not participate without a record of passing a physical examination on the appropriate form on file with the District

SCHOOL PROCEDURES

ANNOUNCEMENTS

Announcements will be printed 2nd period and/or read over the school intercom, distributed to all classes, and placed on the bulletin board outside the Auditorium door in the main hall. During the 2nd period, each teacher **WILL** read the daily bulletin to his/her class.

Information to be included in announcements must be turned into the Office Assistant. It is required that all information posted must have a signature and an advisor is required to sign any student announcement

2015-2016 Bell Schedule

(Revised 8/4/15)

| | |
|---|----------------------|
| Teachers In-Building Time | 7:25 AM |
| Students In-Building Time | 7:50 AM |
| 1 st Period | 8:00 – 8:57 |
| 2 nd Period | 9:01 – 9:57 |
| 3 rd Period | 10:01 – 10:57 |
| 4 th Period | 11:01 – 11:57 |
| K-4th Lunch | 11:50 – 12:10 |
| 5th-8th Lunch | 11:55 – 12:15 |
| 9th-12th Lunch | 11:57 – 12:37 |
| 5 th Period | 12:41 – 1:41 |
| 6 th Period | 1:45 – 2:45 |
| 7 th Period | 2:49 – 3:50 |

Buses Depart 4:00
Teachers Out of Building Time 4:05
School playground supervision will not be available until 7:45 AM.
Please do not send your children to school before this time.
Schedule can be subject to change.

FEES

Student fees for the 2015-2016 school year are:

- | | |
|---|---|
| 1. Student Body Card * | \$ 5.00 |
| 2. Annual Fee | \$30.00 |
| 3. Annual Postage Fee (<i>Foreign Students</i>) | \$10.00 |
| 4. Pay to Play (Per Sport)* | \$25.00 (\$180 family maximum per year) |
- *Students in grades 9-12

In addition, optional fees include:

1. Insurance - mandatory for students participating in extracurricular sports. Accident Insurance Applications are available in the office.

FOREIGN EXCHANGE STUDENTS

The school may enroll students from other nations from those programs officially recognized by the Board.

Admission of exchange students will be made at the beginning of a semester. All arrangements for admission should be concluded by the start of the semester. Foreign exchange students admitted to school under an F-1 VISA will be required to pay dorm fees and tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 visa will be granted tuition waivers.

Foreign exchange students with senior status who meet Paisley's graduation requirements will be awarded a high school diploma upon satisfactory completion of the school's prescribed course of study. Foreign students with senior status who do not meet Paisley's graduation requirements may be awarded an honorary high school diploma.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and or parent/guardian groups may occasionally be permitted to conduct fund-raising drives. Fund raising activities must be approved by the Student Council and the Superintendent.

All funds raised or collected by/for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable District policy.

The District secretary is responsible for administering student activity funds and the student body treasurer serves as the student government representative in administration of student activities.

LOST AND FOUND

The office maintains a lost and found. Lost articles will be kept for a period of one semester. Any student who removes other student's articles from the lost and found box will be subject to the consequences described under *Theft and Vandalism*, Page 11.

RELEASE OF STUDENTS FROM SCHOOL

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

Checking In/Out Procedures

Students who arrive after school has begun are to report to the office, and check in with the office staff and also write their name, the date and time in the notebook provided. **Otherwise, they will be counted as absent the entire day.** Tardies between classes are to be reported to the office by teachers. The office will not write tardy excuses.

Students must check out in the office before leaving school during school hours. Students must check in upon returning. Failure to do so will result in disciplinary action.

Release Time Instruction

Students may be released from school to engage in private instruction with the approval of the Superintendent, provided the student's parent/guardians assume all responsibility for transportation and liability during the student's absence from school. Prior to a student being released from school for private instruction, parent/guardians must request such release in writing. Forms to request a student's release may be obtained in the District office.

SCHEDULING ACTIVITIES

Any activities to be scheduled by student groups must first be approved by the proper advisors. When this is done the request is referred to the Superintendent for final approval. Activities must be cleared and chaperones contacted one week in advance. Requests for cash boxes must be turned into the office at least two days in advance of the activities. Cash boxes must be returned to the office immediately after an event.

STUDENTS IN OFFICE

Students must have a hall pass or a note from their teacher to be in the office during class hours. Students are not allowed in the office without permission from the office staff

STUDENT/PARENT/GUARDIAN COMPLAINTS

A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Superintendent can be requested within five calendar days following a meeting with the teacher. If the outcome of this conference is not satisfactory, the student or parent/guardian may file a written, signed complaint with the Board within 15 calendar days, which will then investigate the complaint and render a decision. The Superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

A student and/or parent/guardian with a complaint regarding possible discrimination of a student on the basis of sex should contact the Superintendent.

Educational Standards Complaint

Any resident of the District or parent/guardian of a student attending school may make an appeal or complaint alleging the violation of the District's compliance with an educational standard as provided by the State Board

of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further he/she will be provided, upon request, a copy of all applicable District procedures. After exhausting local procedures, or 45 or more days after filing a written complaint with the District (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parent/guardians about instructional material should be directed to the Superintendent. Following initial efforts at informal resolution of the complaint, the parent/guardian may desire to file a formal complaint. He or she may then request a “Reconsideration Request form for Re-evaluation of Instructional Material” from the school office. The Superintendent will be available to assist in the completion of such forms as requested.

All “Reconsideration Request Forms” must be signed by the complainant and filed with the Superintendent. A Reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the Superintendent for appropriate action and notification to the complainant. A copy of the committee’s recommendation and justification will be forwarded to the complainant together with the Superintendent’s written decision. A complainant may appeal the Superintendent’s decision to the Board, whose decision will be final.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the District’s services, activities or programs to a student, should be directed to the Superintendent.

Students with Sexual Harassment Complaints

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

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

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

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

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

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

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

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the superintendent or designee.

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

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

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

Staff Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment.

The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Superintendent will follow upon receipt of a report. When the Superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct

STUDENT EDUCATION RECORDS

Directory Information

Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. 20 U.S.C. §1232g(a)(1)(A) Federal law requires high schools to provide directory information on secondary school students to military recruiters and institutions of higher education.

Education Records

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

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

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

Education records are maintained in a minimum one-hour fire-safe place in the district office by the Superintendent. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Primary language spoken at home, secondary language if not English;
7. Name of school previously attended;
8. Course of study and marks received;
9. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
10. Credits earned;
11. Attendance;
12. Date of withdrawal from school; Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

Social Security Numbers

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Transfer of Education Records

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

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

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

Request for Education Records

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

Access/Release of Education Records

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

Provision for Hearing to Challenge Content of Education Records

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

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement

regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

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

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or district property.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours and while traveling on District-provided vehicles to and from school and while engaged in District sponsored activities.

TELEPHONES

A note from a teacher will be required before a student may use the school phones during class time. Students are encouraged to only use school phones in case of emergency. **The use of cell phones is not allowed during the school day.** (See Personal Electronics Policy) They may be brought to school if a student will participate in an extra-curricular event where parental contact after the school day is required. Cell phones found in a student's possession will be taken and held by the superintendent as explained in the Personal Electronics Policy.

VISITORS

Parent/guardians and others are encouraged to visit school. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property to obtain a visitor's pass.

The Superintendent or designee will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the Superintendent or designee.

CURRICULUM AND PROGRAMS

Paisley has an updated Curriculum Guide that provides information on all the high school classes offered, along with the number of credits offered, and pre-requisites, if required. Copies of the Curriculum Guide are available in our front office and on our website.

ALTERNATIVE EDUCATION PROGRAMS

At least two alternative education programs have been established by the District to meet the individual needs of students. Such programs consist of instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education placement program.

In-District Alternative Programs

1. Tutorial instruction
2. Professional/Technical programs
3. Work experience
4. Instructional activities provided by other accredited institutions
5. Community service
6. Independent study
7. Others as approved by the District

Parent/guardians may request additional in-District alternative educational programs by submitting written requests to the Superintendent.

Non-District Alternative Educational Programs

1. Community college
2. Others as approved by the District

The District pays the alternative education program cost or an amount equal to 80% of the District's estimated current year's average per student cost, whichever is less, for placing students in non-District alternative education programs. The student's placement must have the approval of the District.

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

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

If the student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

Alternative Education Notification

Individual notification to students and parent/guardians regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period.
2. When attendance is so erratic that the student is not benefiting from the educational program.
3. When an expulsion is being considered.

4. When a student is expelled.
5. When a student's parent/guardians apply for exemption from attendance on a semi-annual basis.
6. When a student and parent request it.

Individual notification shall be hand-delivered or sent by certified mail. Parent/guardians shall receive individual notification prior to an actual expulsion. Notification shall include:

1. The student's action
2. A list of alternative education programs for the student
3. The program recommendation based upon the student's learning style and needs
4. Procedures for enrolling the student in the recommended program

CLASS RANKING

To qualify for the Superintendent's list (High Honor Roll), a student must be carrying at least five subjects and have a term GPA of no lower than 3.5. Honorable Mention: To qualify for the Honor Roll, a student must be carrying at least five subjects and have a term GPA no lower than 3.0.

Seniors with a seventh semester cumulative GPA of 3.5 or better will be considered honor students and are entitled to wear a gold honor cord at graduation.

The honor of Valedictorian and Salutatorian shall be based upon the accumulated GPA of 7 semesters plus the 3rd quarter grades. The student with the highest grade point average may be named Valedictorian and the student with the second highest grade point average may be named Salutatorian. These two honors will be announced sometime in April or May. In order to be eligible for either Valedictorian or Salutatorian, a student must complete at least one semester of his/her junior year and two semesters of his/her senior year at Paisley High School and must have a cumulative GPA of 3.5 or higher. In the event of a tie, Co-Valedictorians or Co-Salutatorians will be appointed. Exchange students may qualify for the title of Honorary Valedictorian if they possess a GPA of 3.50 or above and have the highest GPA among currently enrolled exchange students.

Grade point average (GPA) is the numerical average of the semester grades received in all classes attempted in high school.

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

The five point grading system will be used (A, B, C, D, F). Plus and minus may be used on report cards but will not be recorded on the final transcript.

An incomplete may be given at the end of a semester grading period if a student has incomplete work. The student will be given 9 weeks to complete the work or the incomplete will be changed to an F. An incomplete will not be carried over at the end of the year without approval of the Superintendent.

CONFERENCES

Regular conferences are scheduled annually in the Fall and Spring to review student progress. Dates will be scheduled and noted on the District's annual calendar. Students and parent/guardians may also expect teachers to request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance
2. If the student is not maintaining behavior expectations
3. In any other case when the teacher considers it necessary

The District encourages a parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher. A parent/guardian who wishes to confer with a teacher may call the office

for an appointment before or after school or the parent/guardian may request that the teacher call the parent/guardian to arrange a mutually convenient time.

CORRESPONDENCE COURSES, COLLEGE COURSEWORK, COMPUTER ASSISTED INSTRUCTION AND DISTANCE LEARNING:

A student in grades 9-12 may earn a maximum of five units of credit by correspondence. These credits may be applied toward graduation requirements. The Superintendent must approve all correspondence courses prior to enrollment in such courses. Requests to increase the maximum units of correspondence credits will be reviewed and considered by the Superintendent on an individual basis. Parent/guardians will be responsible for payment of the aforementioned courses when their child does not complete or fails the course. When a student does not complete a course in a timely manner and the deadline must be extended beyond the current school year, parent/guardians will be responsible for the late fees applied by the course provider.

COUNSELING

Academic Counseling

Students are encouraged to talk with teachers, the school counselor, and the building administrator in order to learn about curriculum, course offerings, and graduation requirements. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the school so that courses they take will best prepare them for future work. The staff will assist students in preparing scholarship applications.

Rules and regulations of the Daly Educational fund, Collins McDonald and the Anna F. Jones Educational Foundation are available in the school counselor's office.

EXTRACURRICULAR ACTIVITIES

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

Interested students should contact the office for additional information.

See *2015-2016 Activity Handbook*.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements may, at the discretion of the superintendent or designee be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules. The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the superintendent or designee. All speeches will be reviewed and approved in advance by the superintendent or designee.

Graduation programs may be planned by the senior class and class advisor(s) on the date selected by the superintendent. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the superintendent or designee.

GRADUATION REQUIREMENTS

It is the goal of Paisley School District that each student graduates with a Diploma. Students will develop a Personalized Education Plan and, as a senior, each student will participate in a presentation of their accumulated work as well as other senior activities related to graduation.

Students who meet or exceed the requirements for graduation at the higher standard established for Paisley School District #11 will receive a diploma stating they have either met or exceeded the requirement of the State and Paisley School District #11.

Transfer or exchange students who enter the District from another school system or country may have their graduation requirements modified based on a transcript analysis to reflect differences between the transferring system or country and the requirements of Paisley School District. However, all students must meet the minimum requirements established by the State of Oregon to be eligible for graduation and the award of a State of Oregon Diploma.

Attendance Requirements for Graduation

Twelve years of school attendance shall be required for graduation, beginning with grade one, except for requests as granted by the Superintendent for early or delayed completion of all state and school District requirements.

Diplomas and Certificates

A State of Oregon diploma will be issued to each student who meets the minimum requirements of credits, competencies, and attendance required by state law. A Paisley School District diploma will be awarded to those students meeting the higher district standard. A diploma will be issued to that student who completes an individual educational program.

A certificate of attendance will be issued to students who have attended for four years but do not meet minimum requirements of credits or competencies.

DIPLOMA REQUIREMENTS

See Appendix A, Diploma Requirements.

PAISLEY HIGH SCHOOL DIPLOMA OPTIONS

See Appendix B, Paisley High School Diploma Options.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom.

LATE WORK POLICY

Applies to 9th through 12th Grade

Each teacher will have their own policy on late work. Their policy will be posted in their classroom and explained to the students the first week of school.

PARENTAL/GUARDIAN INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the District asks parent/guardians to:

1. Encourage their student to put high priority on their education and to commit themselves to making the most of the educational opportunities the District provides
2. Keep informed of District activities and issues
3. Become a District volunteer
4. Participate in District parent/guardian organizations

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the Superintendent by the parent/guardian in writing and include the reason for the request. A written verification stipulating limitations may be required for exemptions based on claims of disability.

PROMOTION, RETENTION, AND PLACEMENT OF STUDENT

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

Exceptions may be made when, in the judgment of the professional staff and parent/guardians, exemptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parent/guardians. The final decision will be made in conjunction with the parent/guardians, with the parent/guardians making the final decision. Students in grade 9-12 will be promoted in accordance with state and District graduation requirements.

REPORTS TO STUDENTS AND PARENT/GUARDIANS

Written reports of student progress and absences shall be issued to parent/guardians four times a year. Letter grades will be used where appropriate.

At the end of the first four and a half weeks of a reporting period progress reports may be mailed to parents/guardians notifying them of specific deficiencies.

SPECIAL PROGRAMS

The District provides special programs for bilingual students and for those with disabilities, which affect a student's success at school. A student or parent/guardian with questions about these programs should contact the Superintendent.

STUDENT CLASS CHANGES

The request for a change of classes will be worked out and discussed between students, teachers, and parents, Academic Counselor Michael Jones and/or District Secretary Barb Richardson and submitted to the Superintendent for final action. There will be no adding or dropping of classes after the second week of each semester.

PAISLEY SCHOOL DISTRICT

Paisley Public Charter School

P. O. Box 97

260 Green Street

Paisley, OR 97636

Phone: 541-943-3111

Fax: 541-943-3129

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APPENDICES

PAISLEY SCHOOL DISTRICT STUDENT HANDBOOK

APPENDIX A – Diploma Requirements

| | Honors Diploma | Standard Diploma | Modified Diploma | Extended Diploma | Alternative Certificate |
|-------------------------------------|---|--|--|---|---|
| Eligible Students | All | All | Requires approval of a Modified Diploma Committee | Special Education Students | Students unable to satisfy diploma requirements |
| Required Content Area Credit | 28 Total Credits <ul style="list-style-type: none"> • 4.0 English • 4.0 Math* • 4.0 Science • 4.0 Social S. • 1.0 P.E. • 1.0 Health • 2.0 Second Language • 1.0 Art/Careers/Technical • .5 Senior Portfolio • 6.5 Other/Electives *4.0 credits at or above Algebra 1 -Must maintain a 3.75 GPA. -Must complete 3 college courses with a B or better -Earn meets or exceed scores on all state assessments. | 26 Total Credits <ul style="list-style-type: none"> • 4.0 English • 3.0 Math* • 4.0 Science • 4.0 Social S. • 1.0 P.E. • 1.0 Health • 3.0 Second Language, Art, Careers, and/or Technical Ed • .5 Senior Portfolio • 5.5 Other/Electives *3.0 credits at or above Algebra 1 or higher starting with Class of 2014 | 24 Total Credits <ul style="list-style-type: none"> • 3.0 English • 2.0 Math* • 2.0 Science • 2.0 Social S. • 1.0 P.E. • 1.0 Health • 3.0 Sec. Language, Art, Careers, and/or Technical Ed • .5 Senior Portfolio • 9.5 Other/Electives *additional courses may be determined by school team | 13 Total Credits <ul style="list-style-type: none"> • 2.0 English • 2.0 Math* • 2.0 Science • 3.0 Social S. • 1.0 P.E. • 1.0 Health • 1.0 Second Language/Art/Careers/Technical Ed • 0.5 Senior Portfolio • 0.5 Other/Electives Student must participate in the Extended Measures Assessment | Determined by School District |

| | | | | | |
|--|---|--|--|---|---|
| <p>Essential Skills Proficiencies</p> | <ul style="list-style-type: none"> • Reading & Writing Class of 2013 • Reading , Writing, & Math Class of 2014, and beyond <p>To Be Determined: Speaking Critical Thinking, Technology Use, Civic & Community Engagement, Global Literacy</p> | <ul style="list-style-type: none"> • Reading & Writing Class of 2013 • Reading, Writing, & Math Class of 2014, and beyond <p>To Be Determined: Speaking Critical Thinking, Technology Use, Civic & Community Engagement, Global Literacy</p> | <ul style="list-style-type: none"> • Reading & Writing Class of 2013 • Reading, Writing, & Math Class of 2014, and beyond <p>To Be Determined: Speaking Critical Thinking, Technology Use, Civic & Community Engagement, Global Literacy</p> | <p>To Be determined by IEP Team</p> | <p>Determined by School District</p> |
| <p>Special Education Services</p> | <p>Special education services are provided by the school district beyond high school</p> | <p>No special education services are provided by the school district beyond high school</p> | <p>May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher</p> | <p>May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher</p> | <p>May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher</p> |

PAISLEY SCHOOL DISTRICT STUDENT HANDBOOK

APPENDIX B – Paisley High School Diploma Options

| | Honors Diploma | Standard Diploma | Modified Diploma | Extended Diploma | Alternative Certificate |
|---|---|---|---|---|--|
| Community College | Accepted | Accepted | Generally accepted, but students may find it difficult to meet entrance criteria – may need to complete additional requirements | Students may find it difficult to meet entrance criteria- may need to complete additional requirements | Not Accepted |
| 4-Year Colleges and Universities | Accepted | Meets Eligibility | Possibly accepted with a waiver or after the successful completion of an associate degree | Four year colleges and Universities do not accept an extended diploma. Students who receive an extended diploma will find it difficult to meet entrance criteria required by colleges | Not Accepted |
| Federal Student Aid | Meets Eligibility | May qualify to enlist in any branch of military with qualifying ASVAB score | To meet eligibility for federal aid students must test to prove they will be able to benefit from the training/instruction offered in college; private loans may not have the same requirements | To meet eligibility for federal aid students must test to prove they will be able to benefit from the training/instruction offered in college; private loans may not have the same requirements | Does Not Meet Eligibility |
| Military | May qualify to enlist in any branch of military with qualifying ASVAB score | | Student may check with military branches to determined eligibility | Student may check with military branches to determined eligibility | Student may check with military branches to determined eligibility |