

Vernonia School District 47J

Vision Statement

“We will open the doors for all to discover the world of endless possibilities.”

Guiding Principles

We believe in providing a safe, caring environment which celebrates and honors differences.

We believe our schools inspire our students to become life-long learners through quality instruction based on meaningful, challenging, and exciting experiences.

We believe in preparing students to become confident, productive citizens in the global community.

We believe in building a collaborative relationship with our community based on respect, trust, honesty, and open communication.

“Discovering Endless Possibilities...”

Vernonia School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. If you have questions about the District’s compliance with federal programs please contact the appropriate individual below at 503 429-1333 or 1000 Missouri Avenue, Vernonia, OR 97064. The Vernonia School District is an equal opportunity educator and employer:

- Title II – Aaron Miller, Superintendent
- Title IX – Nate Underwood, MS/HS Principal
- Special Education/Section 504 – Gienah Cheney, Special Services Director

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

BOARD OF DIRECTORS, ADMINISTRATION AND STAFF	4
SCHOOL SCHEDULES.....	6
2015-2016 SCHOOL YEAR CALENDAR.....	7
GENERAL INFORMATION	8
ANIMALS.....	8
ASSEMBLY OF STUDENTS	8
BILINGUAL STUDENTS	8
BUILDING SAFETY.....	8
BUS ROUTES AND SNOW ROUTES	8
SCHOOL BUS REGULATIONS	10
COMPLAINTS	12
COUNSELING AND DRUG & ALCOHOL PREVENTION	14
DIRECTORY INFORMATION.....	14
DISTRIBUTION OF MATERIALS	14
DRILLS	14
FIELD TRIPS	14
FINES, FEES AND CHARGES	14
FOOD SERVICE	15
GUIDANCE SERVICES	15
HOMELESS STUDENTS – MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	16
HONOR ROLL	16
ILLNESS OR INJURY	16
IMMUNIZATIONS	16
INFECTION CONTROL / HIV, AIDS, HBV	16
INSURANCE	17
LOST AND FOUND ITEMS.....	17
MEDICATIONS	17
NO CHILD LEFT BEHIND (N.C.L.B.)	17
PARENT / TEACHER CONFERENCES	17
PARENTAL RIGHTS.....	17
PROGRAM & STATE ASSESSMENT EXEMPTIONS	18
RESPONSIBILITIES OF STUDENTS, PARENTS, AND SCHOOL STAFF	18
SPECIAL EDUCATION.....	19
STUDENT RECORDS.....	19
TEN DAY DROP REQUIREMENT.....	19
TITLE I SERVICES	20
TITLE IX / OFFICE OF CIVIL RIGHTS.....	20
TRANSFER OF STUDENTS.....	20
VIDEO TAPING & PHOTOGRAPHING	20
VIDEO SURVEILLANCE	20
VISITORS.....	20
VOLUNTEERS	20
WITHDRAWAL FROM SCHOOL.....	21
ACADEMICS AND ATHLETIC INFORMATION	21
ATHLETICS	21
ATHLETIC MANDATORY DRUG TESTING.....	23
ATTENDANCE AND TRUANCY	23
GRADING	24
HOMEWORK	24
MEDIA CENTERS	25
PROGRESS REPORTS.....	25
SPECIAL SERVICES	26
SPECTATORS	26
TALENTED AND GIFTED PROGRAM - T.A.G.	26
TEXTBOOK GUIDELINES	26
STUDENT BEHAVIOR EXPECTATIONS.....	27
CLOSED CAMPUS	27

DANCE GUIDELINES	27
DRESS CODE – WHAT IS APPROPRIATE?	27
DETENTION POLICIES	28
ELECTRONIC DEVICES / CELL PHONES	28
GUM, CANDY AND SNACKS	29
HALL PASSES	29
HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING	29
LATE ARRIVAL/EARLY DISMISSAL	30
LASER POINTERS	30
LOCKERS	30
PUBLIC DISPLAY OF AFFECTION	30
SEARCHES	30
SEXUAL HARASSMENT	31
SKATEBOARDS/SCOOTERS/BICYCLES	32
STUDENT RELATED POLICIES	32
TARDY POLICY	33
TECHNOLOGY MISUSE	34
TOBACCO-FREE ENVIRONMENT	35
VALUABLES	35
WEAPONS IN THE SCHOOLS	35
STUDENT DISCIPLINE.....	35
APPROPRIATE LEARNING ENVIRONMENT	36
EXPECTATIONS AND CONSEQUENCES	36
PHYSICAL SAFETY AND MENTAL WELL-BEING	36
PROTECTION OF PROPERTY	36
CONSEQUENCES OF INAPPROPRIATE CONDUCT	36
DISCIPLINE CONSEQUENCE GUIDELINES	41
MIDDLE SCHOOL STUDENT INFORMATION	44
CLASS REQUIREMENTS	44
8 TH GRADE PROMOTION REQUIREMENTS	44
LEADERSHIP	44
RETENTION / SUMMER SCHOOL	44
HIGH SCHOOL STUDENT INFORMATION	45
ACADEMIC HONESTY	45
ADDING & DROPPING CLASSES	45
ALTERNATIVE EDUCATION	45
CREDIT BY EXAMINATION	46
CREDITS EARNED THROUGH OFF-CAMPUS EXPERIENCES	46
FINAL EXAMS	46
FORECASTING/PRE-REGISTRATION	47
FOREIGN EXCHANGE STUDENTS	47
GRADUATION REQUIREMENTS	47
INCOMPLETES	48
MAKE-UP EXAMS	48
MAKE-UP WORK	48
OREGON UNIVERSITY SYSTEM REQUIREMENTS	48
PASS/FAIL GRADE OPTION	49
RETAKING CLASSES	49
SCHEDULING GUIDELINES	49
SKIP DAY??? NOT!!!	49
SUMMER SCHOOL	49
STUDENT BODY OFFICERS 2015 - 2016	49
VEHICLES ON CAMPUS	49

Board of Directors, Administration and Staff

Board of Directors

Position #1	Jim Krahn	Position #5	Cari Levenseller
Position #2	Greg Kintz	Position #6	Brett Costley
Position #3	Katie Cook	Position #7	Brittanie Roberts
Position #4	Ernie Smith		

District Office

Aaron Miller	Superintendent
Dawn Plews	Business Manager / Human Resources
Barb Carr	Supt. & School Board Administrative Asst.
Marie Knight	Fiscal Assistant / District Safety

Administration

Aaron Miller	Principal - Vernonia Elementary & Mist Elementary School
Nate Underwood	Principal - Vernonia Middle & Vernonia High School
Gienah Cheney	District Special Education
Gordon Jarman	District Athletics

Custodial / Maintenance

Mark Brown	Maintenance / Grounds Supervisor
Julie Ramsey	Custodian
Carol Senn	Custodian

Food Services

Gretchen Lindauer	Supervisor
Marilyn Landers	Assistant
Dianne Weller	Assistant
TBA	Assistant

Vernonia Schools Staff

Brandi Abney	Instructional Assistant	VMS/VHS
Stacy Adams	Instructional Assistant	VES
Linda Allen	Art	VMS / VHS
Laura Blacker	3rd Grade	VES
Matthew Blair	Social Science / Health	VHS
Byron Brown	Social Science/ Forestry	VHS
Heidi Brown	School Nurse	VES / VMS / VHS
Katreasa Brown	Instructional Assistant	VMS/VHS
Doris Buchholz	Instructional Assistant	VES
Angela Budge	Instructional Assistant	VES
Malin Campbell	5th Grade	VES
Gienah Cheney	Special Education	VES
Theresa Dee	K-2nd Grade	VES
Glenda Delemos	Media Center (VES) / Technology	VES / VMS / VHS / MES
Val DeWitt	Instructional Assistant	VES
Michelle Eagleson	K-12 Instructional Coach	VES / VMS / VHS
Kathi Fetch	MS / HS Secretary / Athletic Secty.	VMS / VHS
Patty Fetherston	Secretary / Attendance	VES / VMS / VHS
Nga Frederiksen	Mathematics	VMS / VHS
Charlotte Gilbert	Behavior Specialist	VES / VMS / VHS
Judy Gingerich	3rd Grade	VES

Theresa Gray	Instructional Assistant	VMS/VHS
Tabetha Groshong	Instructional Assistant	VES
Cherise Harbour	SpEd. Compliance /Inst. Assistant	District / VMS
Kimberly Hathcoat	Instructional Assistant	VES
Lynn Hayes	K-2nd Grade	VES
Donna Herr	Instructional Assistant	VES
Linda Hobart	4th Grade	VES
Dana Hyde	Media Center / Scholarship Asst.	VMS / VHS
Casandra Hylton	Lift Skills	VES / VMS / VHS
Kathy Jackson	Special Education	VMS / VHS
Elizabeth Kintz	Student Store / Youth Transition	VHS
Ronda Lennen	Elem. Secretary / Registrar	MES / VES / VMS / VHS
Rebecca Louder	K-2nd Grade	VES
Doran Lower	Digital Arts / Computers	VMS / VHS
Sheril McWhirter	Instructional Assistant	VES
Robin Murphy	Mathematics	VMS / VHS
Kelley Murphy-Shaw	K-2nd Grade	VES
John Murray	Instructional Assistant	VHS
Susanne Myers	Special Education	VMS / VHS
Joan Overholser	Speech Pathologist	MES / VES / VMS / VHS
Shannon Rice	Instructional Assistant	VES
Jean Riley	Science	VHS
Karen Roberts	Mealtime / Student Discipline Asst.	VES / VMS / VHS
Juliet Safier	Language Arts	VHS
Kendra Schlegel	K-2nd Grade	VES
Byron Schorzman	Instructional Assistant	VES
Geoff Schwartz	Science	VMS
Roxana Sherman-Heath	Instructional Assistant	VHS
Randy Shockey	Engineering /Construction & Manuf.	VHS
Tamora Sook	Instructional Assistant	VES
David Spackman	Counselor (K-6) / Science	VES / VHS
George Spaulding	Physical Education	VES / VHS
Deborah Stahlnecker	Title I /Lang. Arts	VES / VHS
Jana Titus	Instructional Assistant	VMS
Matt Urban	Band / Music	VMS / VHS
Ashley Ward	Social Science / Leadership	VMS
Justin Ward	Language Arts	VMS
Thor Ware	Mathematics / Career Ed.	VHS
Brittney Waugh	School Psychologist	MES / VES / VMS / VHS
Peter Weisel	Counselor (7-12)	VMS / VHS
Elizabeth White	Instructional Assistant	VES
Steve Whiteman	Science / Math	VHS
Rachel Wilcoxon	Dean of Students	VES / VMS / VHS
Teresa Willard	Spanish / Leadership/ Activities	VHS
EIDonna Williams	Instructional Assistant	VES
Amanda Wolf	Instructional Assistant	VMS
Traci Wolf	Instructional Assistant	VHS

Mist Elementary School

Joan Jones	K-5 th Grade
Amy Rethwill	Instructional Assistant

School Schedules

Middle School / High School Schedule: M – W - F

Period	Start	Stop
1	8:00 a.m.	8:53 a.m.
2	8:57 a.m.	9:50 a.m.
Break	9:50 a.m.	9:58 a.m.
3	9:58 a.m.	10:51 a.m.
4	10:55 a.m.	11:48 a.m.
Lunch	11:48 a.m.	12:23 p.m.
5	12:23 p.m.	1:16 p.m.
6	1:20 p.m.	2:13 p.m.
7	2:17 p.m.	3:10 p.m.

Middle School / High School Schedule: T - TH

Period	Start	Stop
1	8:00 a.m.	8:49 a.m.
2	8:53 a.m.	9:42 a.m.
Break	9:42 a.m.	9:50 a.m.
Advisory	9:50 a.m.	10:14 a.m.
3	10:18 a.m.	11:07 a.m.
4	11:11 a.m.	12:00 p.m.
Lunch	12:00 p.m.	12:35 p.m.
5	12:35 p.m.	1:24 p.m.
6	1:28 p.m.	2:17 p.m.
7	2:21 p.m.	3:10 p.m.

MS/HS Delayed Start Schedule (when on a 2 hour weather delay)

Period	Start	Stop
1	10:00 a.m.	10:25 a.m.
2	10:29 a.m.	10:54 a.m.
Break / Advisory	10:54 a.m.	11:02 a.m.
3	11:06 a.m.	11:31 a.m.
4	11:35 a.m.	12:00 p.m.
Lunch	12:00 p.m.	12:35 p.m.
5	12:35 p.m.	1:24 p.m.
6	1:28 p.m.	2:17 p.m.
7	2:21 p.m.	3:10 p.m.

Elementary School Schedule

Monday – Friday: 8:00 a.m. – 3:10 p.m.

Cafeteria Schedule

Breakfast K-12 7:30 a.m.

Lunch K-2 11:00 – 11:20 a.m.

Lunch 3-5 11:25 – 11:45 a.m.

Lunch 6-12 M,W,F 11:48 a.m. – 12:23 p.m. / T, TH 12:00 – 12:35 p.m.

2015-2016 School Year Calendar

September 8, 2015	Orientation - grades 6, 9 , Foreign Exchange and new students only. Kindergarten assessments will also occur on this day by appointment.
September 9, 2015	First Day of School - all students
September 17, 2015	Open House K-12
September 18, 2015	No School
October 9, 2015	No School
October 23, 2015	No School
November 6, 2015	No School —End of 1st Quarter
November 11, 2015	No School —Veterans' Day
November 19, 2015	PM Conferences K-12
November 20, 2015	No School —AM Conferences K-12
November 23 - 27, 2015	No School —Thanksgiving Break
December 18, 2015	No School
Dec. 21, 2015 - Jan 1, 2016	No School —Winter Break
January 15, 2016	No School
January 18, 2016	No School —Martin Luther King Jr. Holiday
January 29, 2016	No School —End of 2 nd Quarter/1st Semester
February 12, 2016	No School
February 15, 2016	No School —Presidents' Day
February 26, 2016	No School —Possible Snow Make Up Day
March 4, 2016	No School —Possible Snow Make Up Day
March 18-25, 2016	No School —Spring Break
April 8, 2016	No School —End of 3 rd Quarter
April 15, 2016	No School
April 29, 2016	No School —Possible Snow Make Up Day
May 13, 2016	No School
May 27, 2016	No School
May 30, 2016	No School —Memorial Day
June 10, 2016	Last Day for Students

General Information

Animals

Animals are not allowed on school grounds at any time unless previous approval has been granted by the principal for instruction purposes.

Assembly of Students

Freedom of expression and assembly are important elements in the learning process. Students may meet at school to express their views. The time and place of the meetings should comply with school rules and not interfere with school programs. Students should check with the principal to determine the places and times appropriate to meet.

Students are not to distribute or display materials which are defamatory, which are obscene, which physically disrupts the orderly operation of school, which violate laws including existing attendance regulations, which violate dress expectations or which are racially or religiously offensive.

Bilingual Students

The school provides special program for limited English proficient students. A student or parent with questions about these programs should contact the building principal.

Building Safety

The District Safety Committee meets regularly, conducts inspections, makes recommendations, and coordinates all safety requirements. Their goal is to make every attempt to keep the students, staff, and community safe from potential accidents or injuries at all times in school facilities and on school grounds. If you have a safety concern, please contact the Superintendent's office.

Bus Routes and Snow Routes

There will be a 5 minute window of time allowed for pickups on routes and all route times are subject to change due to additional stops and unforeseen traffic issues.

Special needs and in town small bus will be determined at the start of school pending notification of riders. Special Needs and out of town small bus will be determined at the start of school pending notification of riders. These routes change often as they carry our smallest number of riders and they vary daily.

Timber Route

7:09AM Clear Creek Rd.
7:11AM near 55670 Timber Rd.
7:15AM near 57139 Timber Rd.
7:20AM Kirk Rd.
7:21AM Airport Rd.
7:24AM Hwy 47/Timber Rd.
7:26AM Storage Too
7:30AM 1st / Cougar St.
7:32AM Maple St.
7:33AM Columbia / Rose Ave.

Pebble Creek Route

6:45AM Arctic Way
7:05AM Hwy 47S near tree farm
7:09AM Peterson Rd.
7:12AM Johnson Rd.
7:15AM Bottom of McDonald Rd.
7:20AM Seidleman Rd.
7:25AM Near 58021 Pebble Creek Rd.
7:30AM Chinese Restaurant
7:33AM Elm Street
7:34AM Grove Street
7:35AM Juniper Street

Birkenfeld Route (Big Bus)

7:05AM Hwy 202 and Hwy 47N (mainline)
 7:08AM Battle Creek Bridge
 7:10AM Museum
 7:14AM Natal Grange
 7:19AM Peterson Station
 7:24AM Scappoose/Vernonia Hwy. junction
 7:30AM Sleepy Lane
 7:33AM Stoney Point Rd.
 6:41AM Heather Lane
 6:43AM Cherry Street

Fishhawk Route 2 (Small Bus)

7:10AM End of Fishhawk Rd.
 7:35AM Hwy 202 near Shalmon Libel farm
 7:45AM Burriss Rd.
 7:55AM Big Eddy Park
 8:00AM Crawford Rd.

Scappoose Route

7:11AM Near 22071 Scap/Vern Hwy.
 7:15AM Peterson Rd.
 7:22AM Beginning of Stoney Point Rd.
 7:26AM Stoney Point/Woods Rd.
 7:30AM Stoney Point/Mellinger Rd.
 7:31AM G / State Street
 7:35AM B / State Street
 7:37AM North / State Street

Sm. Bus Fishhawk 1st Route

6:25AM Fishhawk Rd.
 6:40AM Hwy 202 near Shalmon Libel farm
 6:45AM Near Mist School
 6:50AM Mist Junction
 6:55AM Barkanall to transfer students

Keasey Route

7:05AM Fibre Mainline
 7:07AM Boeck Rd.
 7:15AM Burn Rd.
 7:20AM Flack Rd.
 7:24AM Eden Rd.
 7:26AM Stoney Point/Lincoln Rd.
 7:30AM 2nd and Nehalem St.
 7:31AM 3rd and Nehalem St.
 7:32AM 5th/6th and Nehalem St.
 7:33AM 5th and Bridge St.
 7:34AM 4th and Bridge St.

During inclement weather we may announce that our busses are on “snow routes”. This announcement would mean that the bus routes will require adjustments for your student to be picked up for school and to be transported after school. If you live past the following turn around or junction, you must transport your student to and from those locations when we are on “snow routes”.

1. Timber Route: Students to be picked up at Clear Creek Road
2. Pebble Creek Route: This route will be a two bus run. Students on the lower end of McDonald Rd. walk to intersection of McDonald Road and Hwy 47 for pick up. Students on Pebble Creek Road wait for the small bus or van/
3. Birkenfeld Route: No Birkenfeld area pick up. Students picked up at Mist/Birkenfeld Fire Station
4. Keasey Route: Students picked up Nehalem St. & 1st and Bridge St. & 1st. No pick up on the hill.
5. Scappoose/Vernonia Hwy. Route: No Stoney Point Road pick up.
6. In Town Route: Roseview Heights picked up at bottom of hill. No Noakes Road pick up.
7. Fishhawk Lake / Small Bus Route: No Fishhawk Road pick up.

All out of town van transportation will be cancelled. Although we will make our best effort, some stops may be late due to the inclement weather. All school closures, delayed openings, and snow routes will be announced on all local and metro area radio and television stations as well as notifications going out through the District’s automated calling system. Whenever there is a weather related school decision, we will act on the side of safety.

Emergency School Closure

1. If school has a delayed start or is closed for the entire day:
When emergency conditions cause school to be closed for the entire day, announcements are made on the official school district Facebook page as well as through the Blackboard Connect system via telephone calls to each student's main contact number. Local radio / TV stations are also notified. No other announcements are considered official. If school is delayed we ask that students do not report to school until 10 minutes before the announced late opening time.
2. If school opens normally, but must close during the day:
You should develop a plan with your child so he/she knows where to go if school closes early. This plan should not involve using the school telephone. A neighbor or friend's home, to which your child could be supervised, is suggested. Please share the plan with all the people involved.
3. In the event of school closure, all school activities will be canceled for the entire day.

School Bus Regulations

Rules Governing Pupils Riding School Buses—OAR 581-053-0010

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

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

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

Disciplinary Procedures for Bus Violations

1. First Citation – Warning*: The driver verbally restates behavior expectations and issues a warning citation*.
2. Second Citation*: The student may be suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver the transportation supervisor.

3. Third Citation*: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
 4. Severe Violations: Any severe violation may 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 transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
 4. In all instances, the appeal process may be used if the student and/or parent desires.
- * All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

Appeal Procedure

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

- STEP I The student or his/her representative will discuss the issue with the transportation supervisor and principal.
- STEP II If the student or his/her representative is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. 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, transportation supervisor, principal conference with the goal of resolving the issue.
- STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student or his/her representative may submit the matter in writing to the superintendent. The superintendent will meet with the student or his/her representative within three school days and will respond to the issue, in writing, within five school days after the appeal.
- STEP V If the issue is still unresolved, the student or his/her representative 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.

Complaints

Step one – General Complaints

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc.) It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

Step One – Hazing, Harassment, Bullying, Menacing and Sexual Harassment Complaints

Any hazing, harassment, intimidation, bullying, menacing or sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step Two – General Complaints

If unable to resolve a problem or concern at step one then the complainant should work with the building principal or program director to resolve the complaint or concern.

Step Two – Hazing, Harassment, Bullying, Menacing and Sexual Harassment Complaints

The district official receiving the information or complaint shall promptly initiate an investigation. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step Three for all Complaints

If such a discussion at the building level does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he or she wishes to pursue the action shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. A complaint form is available, but is not required.

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion. (approximately one week in most cases will be required.) Additionally, if the complaint or appeal concerns curriculum/instructional materials or alleges a violation of state standards, the superintendent may refer the matter to a committee established for such purposes for a recommendation prior to rendering a decision. The time line for responding to the complainant in such instances will be adjusted as deemed appropriate.

Step Four for all Complaints

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board. All such appeals shall be submitted in writing to the board chair. The Board shall hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and to take such other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

**VERNONIA SCHOOL DISTRICT
COMPLAINT FORM**

TO: Name of School _____ Date: _____

Person Making Complaint _____

Nature of Complaint _____

Suggested Correction _____

Please provide contact information:

Mailing Address	City	State	Zip
-----------------	------	-------	-----

Email Address	Phone(s):
---------------	-----------

Office Use: Disposition of Complaint: _____	Date: _____

Signature _____	

Counseling and Drug & Alcohol Prevention

- School counselors are available to talk with students and parents about any issue. If parents need information, referral resources are available from the school counselors.
- Groups will be formed for students to work on issues such as ‘family loss,’ ‘anger management,’ ‘crisis management’ and ‘behavior issues.’
- Other groups may be established for students on a regular basis to discuss issues such as trust, drug and alcohol issues, and communication. The emphasis on these types of groups is to teach young people alternatives for coping with stress so that they do not need to turn to drugs, and to have a safe environment to talk about feelings.

Directory Information

Directory information is personal identifiable information from the educational records of students. The following categories are designated as directory information and may be made public by Vernonia School District and at the high school upon request by military recruiters.

1. Student’s name.
2. Student’s photograph.
3. Participation in recognized sports and activities.
4. Weight and height of athletic team members.
5. Degrees and awards received.

Exclusions from any or all directory category names as directory information must be submitted in writing to the school principal by the parent/legal guardian within 15 days of annual public notice.

Distribution of Materials

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.

Drills

In accordance with O.R.S. 336.071 Emergency Drills and Instruction, monthly drills will occur in all buildings on fire emergencies, earthquake emergencies, and/or lock down situations. Occasionally local law enforcement agencies will participate in the training drills.

Field Trips

Field trips may be taken to enhance classroom activities. Parents will be notified of field trips prior to their occurrence. The classroom teacher and parent volunteers will provide supervision.

Fines, Fees and Charges

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

- Club dues;
- Security deposits;
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;

- Student accident insurance and insurance on school-owned instruments;
- Instrument rental and uniform maintenance;
- Student identification cards;
- Fees for damaged library books and school-owned equipment;
- Lock or locker deposits;
- Field trips considered optional to the district's regular school program;
- Admission fees for certain extracurricular activities;
- Participation fees or "pay to play" for involvement in activities/athletics.

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

Food Service

Information regarding free and/or reduced price lunches will be sent home at the beginning of each school year and may also be obtained at the school office or on the District Website (www.vernonia.k12.or.us). All inquiries are confidential.

Breakfast will be served in the cafeteria daily beginning at 7:30 a.m. Students eating breakfast at school are expected to be to class on time. Students purchasing meals and/or milk should make checks payable to Vernonia School District. Payments should be made **before school** not during lunch.

Meal charge guidelines were implemented during the 2014-15 school year due to excessive student outstanding balances. Students in grades K-5 will be allowed to charge no more than \$7.20 which is equivalent to three lunches. Students in grades 6-8 will be allowed to charge no more than \$5.40 (2 lunches) and students in grades 9-12 will be allowed to charge no more than \$5.80 (2 lunches). Students whose accounts exceed the charge limit will receive a peanut butter and jelly sandwich and milk for lunch until the account is current. There is a \$.40 charge for this alternative meal. Parents will be notified of negative meal account balances. We will make every effort to notify parents when student meal account balances are low. Student account balances and transactions are also available by logging into the Mealtime Pay Online System available on the district website www.vernonia.k12.or.us.

Guidance Services

Guidance Services focus on providing information and counseling in the areas of academic, social and emotional development.

The Guidance Program includes academic counseling, career & college counseling, referral to outside agencies as appropriate and coordination of the school testing program.

The Behavior and Educational Service Team (BEST) is an integral part of the Guidance Program and is comprised of representatives from administration, special education, teaching and counseling. The primary function of BEST is to receive referrals from teachers, parents and students regarding issues of concern. The team discusses referrals and provides recommendations for addressing the concern. Issues include, but are not limited to, attendance, academic performance, attitude, drug or alcohol involvement, and emotional or social difficulties.

Staff members, parents or students may request a BEST referral form from the office. Counseling office hours are held daily and students are encouraged to schedule an appointment to discuss any issues pertaining to their educational, personal or social well-being.

Homeless Students – McKinney-Vento Homeless Education Assistance Act

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

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

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for student in homeless situations. Local area contact: Nate Underwood, Vernonia High School. State Coordinator: Donna Bolt, Oregon Department of Education. If you need further assistance, call the National Center of Homeless Education at the toll free helpline number: 1-800-308-2145.

Honor Roll

All students are eligible for placement on the school Honor Roll. Middle and High School students who achieve a 3.00 to 3.24 GPA will be placed on Honorable Mention; students with a 3.25 – 3.49 GPA will be placed on Honors; students with a 3.50 – 3.99 GPA will be placed on High Honors; and students with a 4.0 GPA will be on the Principal's Honor Roll.

Illness or Injury

For the well-being of the rest of the students, please do not send your child to school if they are ill. Please notify the school of the illness by phone or in writing upon their return to school. Conditions that require exclusion include:

- * high fever
- * stiff neck or headache with fever
- * new onset of rash
- * jaundice (yellow color to skin or eyes)
- * vomiting
- * diarrhea
- * head lice/nits
- * pink eye/conjunctivitis
- * skin lesions that are weeping or pus filled

Extended absences due to illness may require a doctor's note.

Immunizations

Oregon law requires that school children be fully immunized or have a medical/religious exemption against diphtheria, tetanus, polio, measles, rubella, mumps, and hepatitis B, and that the school have accurate immunization records for each incoming child. If you have questions about immunization requirements contact the school secretary.

Infection Control / HIV, AIDS, HBV

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.

- HIV: Human Immunodeficiency Virus
- AIDS: Acquired Immune Deficiency Syndrome
- HBV: Hepatitis B Virus

Insurance

Vernonia School District does not provide any type of accident or athletic insurance for students. Optional student insurance is available through programs offered by independent insurance carriers. Optional insurance forms are available in the school offices. If you do not already have medical insurance covering your child you may want to purchase student insurance. Insurance coverage is required for all students participating in athletics.

Lost and Found Items

For easy identification, please mark your child's coats, hats, jackets, gloves, shoes, boots, etc., with first and last names. Lost and found articles are kept in a designated area in each school. **Items not claimed after 90 days will be donated to local charities.**

Medications

Selected school personnel only may assist a student to manage medication required to be taken during school hours, but such assistance may be provided only with the written order of a physician and the written permission of the student's parent or guardian. School personnel may not give any over-the-counter drug without a parent or guardian's written permission **on a Medication Permission Form which may be obtained from the school office.** Students must keep medication, prescription or over-the-counter, in the school office.

No Child Left Behind (N.C.L.B.)

Vernonia School District receives Title I funds through the NCLB federal legislation. As a requirement of the law you may request information on your child's teachers' qualifications. If you desire more information see your child's building principal.

Parent / Teacher Conferences

Each year parents are invited to attend a parent conference. Parents are strongly encouraged to attend this very important event where they can discuss the progress of their student. Appointments with individual teachers will be scheduled through the school offices.

Parental Rights

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with who respondents have close family relationships;

- Legally-recognized privileges or analogous relationships such as those of lawyers, physicians, or ministers;
- Religious practices, affiliations or beliefs of the student or the student’s parent;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular business hours.

Program & State Assessment 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 or may not be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Parents are allowed to excuse their child from taking the statewide summative test for any reason. The School District will notify parents twice each year of their right to opt their student out of the test. One notice is to go out at the beginning of the year and the second notice thirty days prior to the assessments. Notice must include the purpose of the assessments and how the results will be used; the specific days the assessments will be administered; the amount of class time required for the assessments; the learning targets that make up the assessments; the difference between good and poor performance on the assessments; when the results of the assessments will be available to students; and access to the opt out form.

Responsibilities of Students, Parents, and School Staff

Effective educational programs and effective discipline are the results of cooperation among the students, parents, and the school staff. All schools are committed to ensuring a positive learning environment. The following positive actions should help to prevent discipline problems from developing.

Responsibilities of Students

- Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students and school personnel.
- Follow discipline guidelines of the District and the school.
- Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the rights of other students to learn or school personnel to perform their job.

Responsibilities of Parents/Guardians

- Show interest in your student’s school experience. Get involved and attend conferences and open houses.

- Provide encouragement and assist your student in completion of their homework. In the evening ask to see their homework assignments.
- Act as partners with the school staff by sharing appropriate ideas for improving student learning and by preventing or resolving student discipline problems.
- Provide supervision for the student's health, physical and emotional well-being, and punctual and regular attendance at school.
- Provide the school with written explanations for student absences or tardiness and to attend parent conferences.
- Help enforce student compliance with school rules and guidelines.
- Provide appropriate supervision of students before and after school.
- Any time a student's after school pick-up routine changes a note or phone call is necessary.

Responsibilities of School Staff

- Provide a positive learning environment that is safe and secure.
- Inform parents/guardians of student behavior and academic progress.
- Protect and respect confidentiality of students, parents, and school staff.
- Work toward preventing and solving student discipline problems.
- Provide the school rules to parents, students, and school staff.
- Cooperate with public agencies in matters involving students.
- Comply with the District School Board policies, state, and federal laws.

Special Education

According to Federal and State law, each school district must establish procedures which ensure that all children residing within the jurisdiction of the school district who are disabled, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated, including a practical method of determining which children are currently receiving needed special education and related services and which children are not currently receiving needed special education and related services.”

The Vernonia School District does not discriminate on the basis of any disability as outlined in Policy CA Nondiscrimination and Policy JBAA Section 504 students. Personnel in Columbia county ask that you notify your school district, the Head Start office, or the Early Intervention coordinator for the County if you have the name of a child suspected to have a disability.

Additional information regarding special services in the Vernonia School District should be directed to the Special Services Coordinator.

Student Records

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. Parents or legal guardians may request to see their own child's records.

Ten Day Drop Requirement

In conjunction with Oregon law, any student who is absent 10 consecutive days, regardless of the reason, will be dropped from active enrollment.

Title I Services

Vernonia Elementary School is a Title I School-Wide Program. The school provides special services for disadvantaged learners. All parents of are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating student of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

Title IX / Office of Civil Rights

Aaron Miller, Superintendent, is the Title IX and OCR Coordinator for Vernonia School District. Title IX and/or OCR complaints must be filed with the Coordinator following the district approved complaint policy. Vernonia School District does not discriminate on the basis of sex in the educational programs or activities it operates. The District does not discriminate on the basis of sex in admission to or employment in its educational programs or activities.

Transfer of Students

Parents may request a transfer of their student to another school, in the same grade level, in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator for additional information.

Video Taping & Photographing

During the school year, students may be photographed or video-taped as part of extra-curricular activities or classroom instruction. We do understand that some parents may wish to limit the amount of information about their child that is posted on the school web page. Our policy is the students first and last names and photographs are sometimes published as well as some students work. If you object to the videotaping or photographing of your student please notify the school principal. Every effort will be made to ensure that your student is not photographed. However, realistically, a school cannot guarantee that a student will not be photographed by news media.

Video Surveillance

The School Board has authorized the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras are in use in locations deemed appropriate by the Superintendent.

Visitors

Student Visitors - We **do NOT** allow student visitors during the instructional day. Visiting students can be a distraction in the classroom.

Adult Visitors - We encourage adult visitors in our school. If you are planning to visit a classroom, please make arrangements with the teacher in advance. When you arrive, please check in at the office and obtain a visitor's badge.

Volunteers

Volunteers are a treasured resource in our schools. Our District has a volunteer coordinator (Amanda Wolf) who works with teachers, parents and community members to place volunteers in meaningful assignments. The needs are great; from reading with students to chaperoning field trips. All volunteers

are required to complete and pass a background check, must follow all school dress code guidelines, and serve as positive role models for our students. More information on volunteering can be found on the district website.

Withdrawal from School

Whenever a student plans to withdraw permanently from school for any reason, the following steps should be followed:

- A. The parent or guardian must contact the school either in person or by telephone authorizing the withdrawal. A written request for drop or transfer must be provided by the parent/guardian.
- B. The student must contact the office and procure a “Withdrawal Slip” which must be signed by all persons involved. Teachers will enter grades at time of leaving and sign for the return of any school property. The media center staff will sign for the return of all books and materials. When the form has been completed it is to be turned in. Unless these details are cleared before the student leaves school there may be considerable delay in the transfer of credits to other schools or recommendation for future employment.

Academics and Athletic Information

Athletics

All students participating in any of the after-school sports sponsored by the school district must obtain, read, and sign copies of the Athletic Code of Conduct. To participate, a student needs to have a physical in grades 7th, 9th, and 11th as well as first time participants. Physicals are valid for two years. All participants must have insurance for the entire time of participation. Student insurance information is available at the school office.

High School Boys’ sports offered: football, cross country, basketball, wrestling, baseball, and track.

High School Girls’ sports offered: volleyball, cross country, basketball, softball, and track.

High School Club sports offered: golf, equestrian and cheerleading (also abide by OSAA rules)

Middle School Boys’ sports offered: football (7th-8th), basketball (7th-8th), and track (6th-8th).

Middle School Girls’ sports offered: volleyball (7th-8th), basketball (7th-8th), and track (6th-8th).

OSAA Academic Eligibility Rule states that an eligible student must be enrolled full time and making satisfactory progress. For purposes of this rule, a full time student is one who is enrolled in high school, attending regularly and passing in courses offered by a high school, college, work experience or other school approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, a full time student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediate preceding transcribed grading period.

Satisfactory Progress Toward Graduation. In addition to the specific credit requirement identified to be scholastically eligible, a student must be making satisfactory progress towards the school’s graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

Vernonia High School falls on the OSAA Minimum Satisfactory Progress Requirements chart as follows:

Credits to Graduate	25.5
Credits Per Year	6.25
(70%) – Prior to Grade 10	4.5
(80%) – Prior to Grade 11	10.5
(90%) – Prior to Grade 12	18.0

Communicable Disease Precautions

While the risk of one athlete infecting another with HIV/AIDS is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infection agents should include, but not limited to, the following:

1. Before competing, cover any open wounds you/your players have to reduce the transfer of blood from one open wound to another.
2. Athletes should render first aid to themselves and cover their own wounds, whenever possible. This reduces the risk of transmitting a blood borne virus from one person to another.
3. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Clean gloves should be worn for each athlete or recurrence of an injury with the same athlete if any practice or competition has occurred following initial treatment.
4. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
5. If blood or any other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. Any open wounds should be cleaned, the bleeding should be stopped, and the wounds covered before the athlete is allowed to continue participation. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
6. Clean all blood-contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectants before competition resumes.
7. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
8. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
9. Athletic Trainers/Coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
10. Contaminated towels should be properly disposed of/disinfected. Do not use common towels to clean surfaces contaminated with blood. The use of common towels at any time during athletics is a very poor health habit.
11. Wash all soiled uniforms, towels, and other dirty linen in warm or hot, soapy, water. Any detergent containing bleach (chlorine or non-chlorine) would be appropriate.
12. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
13. In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid the sharing of towels, cups, and water bottles.

A packet for cleaning up blood and body fluids is available from the Athletic Director (AD), coaches, and activity supervisors.

Athletic Mandatory Drug Testing

All students participating in inter-league sports will be subject to random tests throughout the season. More information about this program can be obtained by consulting the Athletic Director.

Attendance and Truancy

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

Any parent who fails to send a student to school within three 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. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The school may grant an exception from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor under special circumstances. All such requests must be submitted in writing to the principal and include documentation of the student’s employment by the employer, or enrollment status by the school. The school requires notification should the student’s employment or enrollment status be terminated.

Students with excessive unexcused absences and/or tardies will not be allowed to participate and/or attend extra-curricular activities. Chronic absence is defined as missing 10 percent or more of school days and is highly correlated with poor literacy skills and low academic performance.

Oregon Revised Statutes (ORS) 339.065 Estimates of attendance; irregular attendance; excused absence. (1) In estimating regular attendance for the purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (2) An absence may be excused by a principal or teacher if the absence **is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family or by an emergency**. A principal or teacher **may** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Absences will be defined as any time a student misses a class period for a non-school related event, regardless if it is excused by a parent/guardian. Regardless of the reason, the student missed a day of instruction.

# of Absences Per Semester (from any class period)	Action Taken	Responsible Staff
4	Teacher to: call parent, talk to student	K-5 Primary Teacher 6-12 Advisory Teacher
8	Counselor to: call parent, talk to student, mail truancy letter to parent	School Counselor
12	Principal to: call parent, write attendance contract with student, contact NWRESD Truancy Officer	Principal / Attendance Clerk
15	Determined by State Law and attendance contract	Principal, Truancy Officer

If the above steps fail to deter student truancy, the student will receive zero (0) credit in the class related to the truancy. It is the student and parent/guardian's responsibility to contact the teacher of the class in question to propose a plan to regain credit. Any plan must be agreed upon by the classroom teacher and counselor, with final approval being granted by the principal.

Grading

Grades are determined by teachers. Parents having questions about grades received by their students are encouraged to contact the teacher directly. Any parent encountering difficulty in making such contact should contact the principal.

The grades a teacher will issue for students in grades 4-12 are as follows:

100 - 90	A=Superior	P=Pass (does not affect GPA)
89 - 80	B=Above Average	U=Unsatisfactory (does not affect GPA)
79 - 70	C=Average	I=Incomplete
69 - 60	D=Below Average	
59 and below	F=Failing	

Homework

Assigned work will only be accepted for full credit if it is turned in on time. If assignments are turned in late, a penalty in grade may result. Amount of homework will vary from type of class, style of teacher, time of assignment, and effort of student. Any alternative late work policies will be clearly communicated (written) to parents prior to implementation.

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Each class should be accompanied by a syllabus which outlines expectations, including homework policies. Some homework may be available for some classes on line on the District website.

Homework requests will only be processed for pre-arranged absences and for medical absences that last more than two days.

Homework Suggestions

1. Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
2. If possible, provide a quiet area for your student to work.
3. Help set up this area so there is good lighting and materials to work with (pencils, a ruler, a dictionary).
4. Let your student work on his or her own, but let him or her know you are available for help.
5. Be aware that there is a difference between being a resource or consultant and hovering over a student with constant advice.
6. Be available to check work as needed and to check whether the assignment has been completed.
7. If possible, help your child see how this particular assignment or skill relates to everyday life and life skills.
8. **Remember, nothing can help like a hug, smile, and a word of approval. Be encouraging and supportive. Your attitudes are contagious.**

Media Centers

The Media Center includes a wide variety of materials for your enrichment and enjoyment. Items available are magazines, newspapers, video-tapes, and an excellent collection of fiction and non-fiction books.

Technology

The Media Centers use a variety of resources to help students and staff meet their informational needs.

The media assistant is always interested in assisting students and staff to find the information which they need. Please refer to the Technology Misuse section of this handbook for more information on internet services.

Checking Out Materials

A. Books

1. Most books are lent for fourteen days and are renewable. Reference books are lent overnight. They may be checked out after seventh period and are due the following morning before first period.

Returning Materials

- A. Place materials to be returned in the book drop at the circulation desk.

Lost Materials

- A. Students who don't return materials that have been checked out will be charged the replacement cost.

Use of the Media Center

- A. The media center is for student use of books and other media center materials. The media center is a place for quiet study. The media center is not a place to visit during class periods.
- B. All students are required to move quietly and be considerate of others. Students who are not studying, researching or using the computers for academic activities will be sent back to their teachers.
- C. Students may use the media center during class with a pass from the teacher. The pass will indicate type of research/study for which the media center will be used. Students without a pass will be sent back to their classroom.
- D. The area behind the circulation desk is off limits except to student assistants and media staff.
- E. No eating or drinking is allowed in the media center.
- F. Each student is responsible for cleaning up his/her area and returning all materials used before leaving the media center.
- G. Student phone use in the media center is prohibited.
- H. Cassette and CD players with or without headsets are prohibited.
- I. Laptops are used only as a mobile lab reserved by teachers. Students will not be permitted to use laptops in lieu of available desk top computers.

Progress Reports

These reports will not be mailed home. Please refer to the synergy ParentVue for updated grades. If any grades appearing on the report seem unsatisfactory or if you have questions, parents/guardians are encouraged to follow up with a phone, email, or in person conference with the appropriate teacher. In-person conferences can be set up by appointment through the school office.

Hard-copy report cards will be printed and mailed at each quarter for grades 6-8 and each semester for grades 9-12.

Special Services

Special services include:

- * Speech and hearing therapy
- * Developmentally disabled classes
- * Adaptive physical education
- * Health monitoring

For further information, contact the Special Services Director.

Spectators

For all activities held in the gym, student spectators will be expected to remain there except during half-times and intermissions. Anyone choosing to loiter in the hallways instead of watching the events will be asked to leave the premises. **Because of safety issues, our staff cannot satisfactorily conduct the event and provide necessary supervision of wandering, restless youngsters.** We would appreciate parents attending with their children and to provide proper supervision as well.

Talented and Gifted Program - T.A.G.

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

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

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

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the Superintendent who will arrange for a review committee to meet within ten (10) school days of receiving the written complaint to review all pertinent information.

Textbook Guidelines

Students are responsible for their books. We strongly suggest/encourage students to use book covers for their textbooks to minimize any damage. Textbooks may cost \$60.00-\$100.00.

Textbook fines:

Lost Textbook	Replacement Value
Cover Damage	\$5.00 - \$15.00
Water Damage	\$5.00 – Replacement Value
Writing Inside/Outside of Book	\$5.00 - \$15.00
Spine Repair	\$5.00
Torn Pages	\$5.00
Missing Barcode	\$3.00
Mold	Replacement Value

Student Behavior Expectations

Closed Campus

Vernonia schools are a closed campus. This means that students are not allowed to leave school campus during the school day. Exceptions may be granted (pending **both** parental and administrative approval) for: school-to-work, individual class schedules, extenuating circumstances, and PBIS considerations. Students who drive to school, may not leave campus or visit their vehicle during lunch.

Dance Guidelines

1. Rules of the dance will be posted at the entrance to the dance.
2. (a) A minimum of ten chaperones must be submitted to the Principal for approval two days before the dance. All chaperones must report to the supervising staff member 15 minutes prior to the start of the dance. At that time, they will receive a copy of the dance rules, briefed about what is and is not acceptable behavior at the dance, and receive their locations to monitor. Chaperones are required to report any incidents to the supervising staff member.
(b) Chaperones are to assist the supervising staff member in securing the building after the dance is over. Door / windows in the area serving students must be locked and secured. Custodial staff will assist in securing the building. A clean-up crew must be organized and clean up after the dance is over.
3. Student conduct and behavior at the dance are the same as their school rules. Students must comply or leave the dance.
4. Once students enter the dance they are there for the remainder of the dance time. **If they choose to leave, they will not be allowed to return for any reason.** No telephone or transportation will be provided.
5. Students are not to loiter in halls during the dance. Students who are not attending the dance are not to hang out in school parking lots or on campus.
6. Shoes are allowed on gym floor only if they are acceptable footwear that will not damage the floor. (i.e. basketball, volleyball or gym shoes). Chaperones will determine whether shoes meet the acceptable criteria.
7. No student shall be in possession of or under the influence of tobacco, alcohol, or drugs of any kind.
8. Doors will be locked ½ hour after the start of the dance. No one will be allowed to enter after this time.
9. Students requesting a guest pass will need to get approval of principal no later than two days before the scheduled dance. List of approved guests will be made available. Only those guests who are on the approved list will be admitted to the dance.

Dress Code – What is Appropriate?

Students' dress and grooming is the responsibility of the individual and his or her parents. Dress codes in all of our district schools provide that student dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices, and shall not disrupt the teaching/learning process.

Some examples of age appropriate dress that are not in keeping with school codes include (but not limited to):

- Clothing which advertises substances illegal for students, contains inappropriate language, sexual themes, offensive messages, or is associated with gang membership.
- Any clothing or items with a racial put down, sexually demeaning pictures, or sexual innuendo.
- Sagging pants
- Tank tops and any top with spaghetti straps
- No pajama bottoms or tops

- Muscle shirts
- Cut off shorts
- Chains, including wallets, security and dog chains
- Head coverings (i.e. hats, scarves, hoods, etc.)
- Overalls without the straps fastened on the shoulders
- Shirts or tops that do not cover the midriff or that are immodest
- Shorts or skirts that do not cover the mid-thigh area, or that are immodest
- Visible foundations / undergarments
- Any clothing, jewelry or item with gang symbols, nicknames, weapons or illegal substances depicted (including bandanas)
- Flip flops may not be allowed in some classes and certain areas for safety reasons.

Detention Policies

- Detentions will be served during lunch breaks, after school or in the morning before school.
- Noon detentions will be served Monday-Thursday. After notification, it is the student's responsibility to serve the detention on the assigned day, following all rules and guidelines of the supervising adult. Failure to do so will result in parent notification, after school detention, and/or in-school suspension. If a student is assigned an after school detention it will take precedence over any after school activity, including athletics. It is the athlete's responsibility to share this with his/her coach. After school detentions will be from 3:15 – 4:00 p.m.
- Parents will be notified prior to any assigned after school detentions.

The following guidelines apply to detentions:

- Be on time.
- Bring study materials (calculators, books, paper, pens, pencils, reading books).
- Cannot leave after entering (including locker and media center).
- No talking (except with supervisor).
- No food (except at break in the detention room).
- All in-school suspensions and detentions will be served in the detention room.
- Students not working during detention may be assigned an In-School Suspension.

Electronic Devices / Cell Phones

We discourage bringing items such as, but not limited to, portable CD players, game-boys cell phones, iPods, etc. to school. They may **not** be taken into or used in the media center/classrooms without staff authorization. The District is not responsible for theft or loss of discouraged items. Cell phones are not to be SEEN or HEARD at the middle school or high school during the instructional day, including passing time. Use is limited to before and after school and during lunch time. Violation of cell phone policy will result in confiscation and/or loss of privilege. Phones will be held in office until parent is able to pick up at the end of the day.

Violations include:

- 1st offense – teacher confiscation, administration notification. Item given to Administrator.
- 2nd offense – teacher confiscation, student/parent/administrative conference. Item held in office.
- 3rd offense – student must turn in phone to office at beginning of each day and retrieve after school.

Gum, Candy and Snacks

Gum is prohibited on the school grounds. Individual teachers may allow gum in their classroom only. Snacks may be brought to school to eat as part of a lunch or during teacher approved time. Snacks must be consumed in the cafeteria. Students are responsible for keeping snack areas clean and free of litter. **Energy drinks will not be allowed on campus.** Food items made at home cannot be shared with others during class time.

Hall Passes

Students are not allowed in the halls during class periods unless they are accompanied by a teacher or have a school issued hall pass from an authorized staff member. Students will be questioned when they are in the halls and will be assigned an appropriate consequence if they do not have permission to be in the hall. Students will be asked to sign out/in when using a hall pass to leave the classroom.

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

Definitions

1. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. "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.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment.
5. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.
6. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Complaint Procedures

Please refer to Complaints, page 14.

Late Arrival/Early Dismissal

Any student with late arrival privileges is not to be in the building more than five minutes prior to the beginning of the first class in which he or she is scheduled unless other arrangements have been made with school staff. A student with early dismissal privileges is to leave campus immediately following the last scheduled class. Failure to follow these guidelines will result in parent contact. If the problem persists, students will lose the privilege, be scheduled into a class or study hall, or receive disciplinary action. Students arriving prior to the release bell will wait quietly by the main office.

Laser Pointers

The Food and Drug Administration has warned parents and consumers that hand held laser pointers may cause serious eye damage if aimed straight into the eye. Due to these safety issues and the disruption to classes, laser pointers are not allowed on school premises and will be confiscated.

Lockers

Lockers and other places where students keep things are the property of, and are under the control of the school and may be checked at any time by the school for dangerous and prohibited items. The school provides locks; no personal locks are allowed. Students should not share personal locker combinations with other students. ***The District does not provide payment for student property which is lost, stolen, or damaged at school. All items are brought to school at the risk of the owner. Expensive items invite theft and should not be brought to school.***

Public Display of Affection

Public display of affection in the school buildings or on the school grounds is inappropriate. Inappropriate bodily contact behaviors include, but are not limited to, kissing, hugging, being together on floors & benches, front to front or front to back body contact. Only handholding is allowed. Repeated warnings will result in a parent/guardian conference and possible disciplinary action. This applies to behavior at school sponsored events including games and dances.

Searches

A student or their possessions, vehicle, locker, or assigned storage area may be searched if the school has a reasonable suspicion that a prohibited item will be found.

1. A written report of the search is made by the school administration to the Superintendent.
2. Except in an emergency, there should be two (2) adults present during a search. It is recommended that the student be present for the search of his/her locker or other assigned storage areas.
3. Prohibited items will be held in the office. Items may be returned to the student, parent/guardian or police, whichever is deemed appropriate.
4. Police using police authority can search a student or student storage areas.
5. Inappropriate materials stored in lockers such as photos or lewd materials are unacceptable.

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "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 and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal 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 subjected to the harassment- number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the District may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all grade 6 through 12 schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting incidents of sexual harassment.

Sexual Harassment Complaint Procedure

Please refer to Complaints, page 14.

Skateboards/Scooters/Bicycles

Use of these items is not allowed on school grounds. Students that ride his/her bicycle to and from school must secure them in the designated area during school hours. Student under the age of 16 must wear a helmet as required by law.

Student Related Policies

Alcohol and Drug Policy

The unlawful possession, use, sale, or supply of any alcohol, narcotics including marijuana, or any other dangerous/illegal drug, or any substance used as a drug that is not medically prescribed for the student is prohibited on the school premises or at any school-sponsored activity. Violations of this regulation will result in suspension and/or expulsion from school. Appropriate health and law enforcement agencies may be involved and parents will be notified. The process may include assessment, and/or referral for treatment. (Refer to School Board Policy JFCH)

Students who use, possess, distribute, share, or are under the influence of dangerous drugs and/or alcohol on or near (within 1,000 feet) District property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion. The student is also subject to additional educational programs and obligations established by the District.

If it is established that a student is found to be selling alcohol and/or other dangerous drugs to another person, that student shall be suspended with the possibility of expulsion from the School District up to the full extent of school rules and the law.

All regular education students expelled for any drug or alcohol violation will be given the opportunity to choose one of two alternative choices in order to continue their education. Students eligible for special education services under IDEA will be placed in an appropriate program following an IEP meeting. Students who are eligible for services under Section 504 will be re-evaluated and have their 504 plan reviewed prior to placement.

Denial of Admission to Regular School Program

The School District will deny admission to their regular school program to a student who is expelled from another school district and who has moved into the Vernonia School District for the length of the expulsion. The District will provide an alternative learning environment for the student.

Denial of Admission to Regular School Program and Alternative Education Program for Weapons Violation

If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the District will deny that student admission to the school's regular program for a least one calendar year from the date of the expulsion. In addition, the district will not offer an alternative education program to students expelled for weapons violations pursuant to section (10) of ORS 339.250 for at least one calendar year from the date of the expulsions subject to modifications by the Superintendent on a case-by-case basis.

Search and Inspection

If school officials have reasonable suspicion to believe that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed, they are authorized to search the student and his/her personal property, or any School District property used by the student, and seize any items deemed injurious or detrimental to the safety, health, and welfare of the students and staff. Students are prohibited from using or possessing dangerous weapons, firearms, dangerous instruments, and/or hazardous or explosive materials or devices. On a random basis, drug sniffing dogs may be used to search lockers and vehicles, to detect contraband and violations of school rules and criminal laws.

To further protect students and provide a safer school environment, random inspections of lockers and other student storage areas may also occur at any time. These areas remain in the possession and control of the school when they are assigned for student use. Students may use student storage areas for the limited purpose of temporarily keeping items needed for classes and other school activities. Students shall expect that lockers and other student storage areas will be inspected by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school. Any items removed during an inspection will be returned to the student, the student's parents/guardians or held for the police as necessary. Students will be disciplined if any prohibited items are found.

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violate Vernonia School District Handbook, Vernonia School District policy, State laws, and/or federal laws shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials.

Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school. Each school may set aside a time period, with reasonable advance notice to students, when all lockers will be inspected for overdue books and prohibited items.

Tardy Policy

The tardy policy begins each grading period. After ten (10) minutes, the student is absent and must have an admit slip to enter the class. Tardies are governed as follows:

- 1st tardy will result in a warning and teacher conference.
- 2nd and 3rd tardy will result in a one-half hour detention issued by the teacher. A half-day In-School Suspension (ISS) and parent contact will occur after 4 or more tardies. Excessive tardiness may result in removal from the class.

Technology Misuse

Electronic Communication Services are defined as including but not limited to: Telephone, FAX, Internet, and all computer components.

It is expected that Vernonia School District electronic communication services must be used by students in a responsible, efficient, ethical and legal manner. Any violations or misuse of District technology services will result in the loss of privileges for a period of time determined by the school administrator.

Students must adhere to the following criteria in using electronic communication.

It is expected that users will understand and comply with all district regulations and with all legal requirements related to the use of electronic communications.

The District's electronic communications system shall be used for educational purposes consistent with the District's policies and procedures. Educational purposes do not include commercial use, use for personal financial gain or political advocacy.

Users shall employ electronic communications in a thoughtful manner that is respectful of the language and content sensitivities of individuals and that is appropriate within an educational environment.

All public and private communications shall be positive and constructive in tone.

Users shall work to protect the integrity and reliability of the communications system.

Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the electronic communication system.

Students shall be required to have an Acceptable Use Policy signed by parents before being allowed full access to the Internet.

The following practices are considered a violation of ethical standards and are subject to disciplinary action:

- Violating the rights to privacy of students and employees of the District.
- Using profanity, obscenity or other language which may be harassing to another user.
- Reposting personal communications without the author's prior consent.
- Using, copying and/or posting commercial software in violation of copyright law.
- Using the network for personal financial gain, for any commercial or illegal activity or for promoting the use of tobacco, alcohol or other drugs.
- Spreading computer viruses, whether intentionally or unintentionally by failing to routinely perform a virus scan on disks or files.
- Attempting to degrade, disrupt or monitor the content or transmissions. This will be viewed as criminal activity under applicable state and federal law.
- Downloading, storing or printing files or messages or images that are profane, obscene or that use language that defames another.
- Wasting or taking supplies such as paper, that is provided by Vernonia School District.

- Accessing the Internet using District equipment or network facilities without agreeing to abide by these guidelines, without the permission or supervision of a District employee (students or non-employees) or without an Internet approval signed by a parent/guardian (students).
- Using hardware, software or network services in violations of copyright or vendor agreements. This includes copying or transmitting software programs for installation on non-District equipment.
- Other uses that have no reasonable basis for improving the teaching or learning of the District curriculum, such as computer games.
- Inappropriate cell phone images / emails.

Tobacco-Free Environment

The use of any tobacco product on all School District property including buildings, vehicles, and outdoor areas is prohibited. Any student seen from school district property smoking or chewing, on or off campus will be reported to the Vernonia police

Valuables

Students are encouraged not to bring items of value to school. If students find it necessary to bring large amounts of cash or valuables to school they are strongly encouraged to report cash or items to their teacher/coach or to the main office. Do not leave items in classrooms, halls, dressing rooms, or school grounds. **Students are responsible for their personal property and school property assigned to their use. Locks for hallway and locker room lockers are free to all students. Leaving lockers unlocked may invite theft. We encourage all lockers to be locked at all times. The school is not responsible for items missing from lockers.**

Weapons in the Schools

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education.

For the purposes of this policy, and as defined by state and federal law, weapon includes:

1. “Dangerous weapon” – 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;
2. “Deadly Weapon” – any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” – 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, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.
4. “Replicas of weapons (and pocket knives)” - are prohibited by Board policy. Exceptions to the district’s replica prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities. Violations will result in discipline up to and including expulsion.

Student Discipline

There is a connection between academic success and student management. The techniques of student management will reflect concern of school personnel for the dignity and growth potential of all students. Student management will involve counseling and promote behavioral changes enabling students to function successfully in their educational and social environments. Effective educational programs and

effective student management are the results of cooperation among the administration, teachers, parents, and students.

Consequences must be treated as an individual matter. Due process for students will be adhered to in all situations. Students will be responsible for understanding and following the Code of Student Conduct and will be held accountable for any behavior that deviates from the established policies.

Managing one's own behavior is the ultimate goal. Student management should be directed toward developing skills necessary for the students to:

1. Solve problems successfully
2. Develop positive relationships with others
3. Take responsibility for own actions.
4. Become productive citizens
5. Recognize when their actions are interfering with the rights of others
6. Respect the property rights of others
7. Understand and appreciate other cultures
8. Develop a sense of responsibility for their actions and an awareness of probable consequences
9. Succeed in school

Appropriate Learning Environment

Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruption.

Expectations and Consequences

The most effective consequence is the result of prevention rather than punishment. However, when it is necessary to use corrective measures, the actions will be based on an understanding of the student and sound guidance principles consistent with School Board Policies and State/Federal laws. The school and home/family must work as partners to successfully prevent and resolve behavior management problems.

Physical Safety and Mental Well-Being

Students are to behave with respect for the educational climate and to promote respect for the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and with assistance by staff members. Students are encouraged to contact members of the staff to assist in resolving any conflicts that occur between students.

Protection of Property

Students are expected to use property (equipment) only for its intended purposes without damage. Property belonging to others is to be used with permission from the owner or person in charge.

Consequences of Inappropriate Conduct

Disciplinary actions are taken with the air of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. In order to protect the rights of all our students, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping students overcome behavior problems. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavioral problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines to include the juvenile justice system even

for the first offense. If a student's misbehavior is directly related to an identified disability, the school staff will take such conditions into account. For students with disabilities eligible under IDEA and/or Section 504, behavioral consequences will be related to the requirements of IDEA and Section 504 and the student's disability.

Informal Talk

A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

Parent Involvement

The parent will be informed of the problem area. A conference with the student, the parent/guardian, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent/guardian.

Conference

A conference may be held with the student, the teacher, the administrator, and/or other appropriate staff members to develop a plan for improving behavior. This plan may include a written behavioral contract. The parent will be contacted and encouraged to attend the conference. A counselor will receive notice of any referral issued to a student and may become part of the process to overcome the behavioral problem depending upon the seriousness.

Loss of Privileges

The school administration may notify the parent of privilege suspension. These privileges may include removing the student from class participation and/or school campus. In addition, they could include the loss of privilege to use the media center and computer labs, to drive to and from school, to park on campus, to ride the school bus, and /or the loss of the student's driver's license.

Disciplinary Reassignment/Detention/In-School Suspension (I.S.S.)

A misbehaving student may be reassigned to a separate, supervised environment away from usual school activities. This could include a supervised detention during lunch or before or after school, time out from the classroom, I.S.S., and/or an alternative school placement.

Due Process

This handbook explains the major areas of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. In general, **this means that no action will be taken against a student until the student has an opportunity to explain his/her version of the event** after hearing the charges. There are also procedures which students and parents/guardians must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a disciplinary action, both the student and the parent/guardian, upon request to the principal, will be given a more detailed description of the due process procedure.

Suspension Process

Suspension temporarily removes from a student the right of attending school or school activities and/or being on District school property. After reviewing available information, suspensions may be made by the principal or designee with the approval of the principal. The length of the suspension shall be determined by the severity of the act and previous behavior of the student. Minimum out-of-school suspension is 1 day, maximum of 10 for a one time offense.

Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges and an opportunity to present his/her view of the alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the parent/guardian by letter and, when possible, by telephone, and the procedure for reinstatement will be explained. There is no appeal process beyond the school principal.

The period of suspension is not to exceed a maximum of ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action. In cases involving use of alcohol/drugs, possession of alcohol/drugs or being under the influence of alcohol/drugs, up to a ten (10) school days suspension period will be imposed. Suspension will be continued beyond the ten (10) school days pending action on the part of the student to participate in a chemical abuse evaluation performed by an approved third party at the parent/guardian expense.

Expulsion Process

Expulsion is the termination of the student's right to attend school, school activities, and /or be on any School District property for a substantial period not to extend beyond one calendar year.

Expulsions shall be recommended only by the school principal to the Superintendent. District procedures provide for written notification to the student's parents/guardians identification of alternative education options (in appropriate circumstances), and information concerning the right to an expulsion hearing. In case the parent/guardian or student have difficulty understanding the English language or have other serious communication difficulties, the District will provide a translator. The student will be suspended by the principal pending expulsion. If the student and/or parent/guardian believe there has been a violation of due process, they may appeal the decision to the School Board.

In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted.

Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability.

The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may be present.

The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits. The student will be permitted to be present and to hear the evidence presented by the District. For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Forfeiture of Student Driver's License

Students who are at least fifteen years of age may forfeit their driver's license for no more than one year if they are suspended or expelled under the following conditions:

1. Bringing a weapon to school
2. Suspended or expelled at least twice for:
 - a. assaulting or menacing a District employee or another student
 - b. willful damage or injury to District property
 - c. use of threats, intimidation, harassment or coercion against a District employee

or another student

3. Excessive truancy

Should a student again be expelled or suspended for any of these reasons after the forfeiture of the driver's license for one year, the School District may request forfeiture of driver's privileges or the right to apply for driving privileges until the student is twenty-one years of age. A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal District decisions regarding driving privileges under established due process procedures for suspension and expulsion.

Restitution

The parent/guardian will be informed of the problem area. The student will assume the responsibility for restitution of lost or damaged materials, equipment or other school property. Restitution may be monetary or through volunteer work/community service as determined by District officials.

The student and the parent/guardian of the student may be liable for the amount of the assessed damages not to exceed \$5,000, plus costs if legal action is required (ORS 339.270). If a plan is developed to cover restitution, copies will be given to the student and the parent/guardian. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. **Restitution may occur in conjunction with any of the above disciplinary actions.**

Saturday School

Saturday School is an option that the administration may use to improve attendance and/or modify student behavior. In most instances, Saturday School will be assigned in lieu of ISS (In School Suspension).

A student missing any portion of his/her assigned Saturday School may be given an additional four (4) hour period. Failure to serve may lead to an extensive OSS (Out of School Suspension) and/or other disciplinary considerations.

Rules shall include but are not necessarily limited to the following:

- Students are to have sufficient learning activities and materials, including class assignments for the period of their suspension.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in designated seats at all times unless granted otherwise.
- Students are not allowed to put head down and/or sleep.
- No food or beverages shall be consumed.
- No electronic devices, including cell phones, iPods, etc...

Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled 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 magnification of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability the student

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

A student may be removed from the current education 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 Consequence Guidelines

The Administration reserves the right to increase or decrease consequences based on the seriousness of the behavior.

<p>Consequences:</p> <ol style="list-style-type: none"> 1. Student Conference/Parent Conference 2. Detention 3. Half-Day I.S.S. 4. Full-Day I.S.S. 5. 3-Day Out-of-School Suspension 6. 5-Day Out-of-School Suspension 7. 7-Day Out-of-School Suspension 8. 10-Day Out-of-School Suspension 9. Expulsion 10. Referral to Local Police 11. Loss of privileges 	<p>Rules for In-School suspension (I.S.S.):</p> <ol style="list-style-type: none"> 1. Students must get work from teacher or class (es) they will miss while in I.S.S. 2. I.S.S. assignment sheet must be filled out and signed by teacher(s). 3. Students who fail to get pre-arranged work for I.S.S. will not be able to make it up. (Unless the work can't be done in I.S.S.; e.g. film, PE, lab activity.) <p>Note: A meeting or phone conversation between the Principal and/or designated school representative, student and parent is required upon a student's return from an out-of-school suspension.</p>
--	---

Inappropriate Behavior (See definitions following this page)	Consequences		
	Step 1	Step 2 more serious/repetitive	Step 3 more serious/repetitive
Absence: Truancy/Skipping	1, 4	--	--
Alcohol / Drug / Paraphernalia Possession	1, 6, 10	1, 7, 10	9, 10
Alcohol / Drug Use / Distribution	9, 10	--	--
Assault	1, 6, 10	9, 10	--
Automobile Misuse	1, 2	1, 4	1, 5
Bus Referral	1	--	--
Defiance / Insubordination	1, 4	1, 5	1, 7, 9, 10
Disruptive / Aggressive Behavior / Gang Behavior	1, 2	1, 4	1, 5, 7
Dress Code Violations	1, 2	1, 4	1, 5
Disruptive Devices / Prohibited Items	1	1, 2	1, 4
Endangerment of Self and/or Others	1, 5	1, 6	9, 10
Explosives / Gambling	1, 5	1, 7	9, 10
Extortion	1, 3	1, 6	9, 10
Failure to Serve Detention	1, 3	1, 4	--
False Fire Alarm / Discharge of Fire Extinguisher / Bomb Threat / Arson	9, 10	--	--
Fighting	1, 5	1, 7	9, 10
Forgery	1, 4	1, 6	--
Harassment / Sexual Harassment	1, 5	1, 6	9, 10
Hazing / Intimidation / Threats / Bullying	1, 6	1, 7	9, 10
Leaving School Without School Permission	1, 4	1, 5	--
Profanity / Obscenity / Lewd Conduct	1, 2	1, 4	1, 5
Public Display of Affection	1	1, 2	1, 4
Theft	1, 3	1, 6	9, 10
Technology Misuse	11	11	11
Tobacco or E-Cigarette Possession / Use	1, 5, 10	1, 6, 10	1, 7, 9, 10
Possession of Lighter	1	1,4	1,5
Trespassing	10	10	10
Vandalism	1, 5, 10	1, 7, 10	1, 9, 10
Weapons	9, 10	--	--

Alcohol/Drugs/Tobacco - The use or possession of alcohol and/or other drugs on all School District property including buildings, vehicles, and outdoor areas is prohibited. It is strictly prohibited for students to be under the influence or unlawfully using, possessing, purchasing, distributing, dispensing, or manufacturing alcohol and/or drugs while on school premises, in District owned or District approved vehicles, at District sponsored or District approved activities or events, or otherwise engaged in School district business. Disciplinary sanctions up to and including suspension, expulsion, or a requirement that the offending student satisfactorily complete an appropriate substance abuse treatment program will be imposed. Students who are under the influence, possess, purchase, distribute, dispense, or manufacture alcohol and/or drugs while attending a function at another school may also be subject to discipline.

Assault - Intentionally, knowingly or recklessly causing physical injury to another.

Automobile Misuse - All students who drive on school premises must drive safely and not endanger anyone. Only high school students are permitted to drive a motor vehicle to school. While driving a vehicle on school properties, students must follow the district traffic pattern (enter, exit, etc.) and drive slowly and safely at all times. Repeat violations may result in a loss of driving privileges.

Bus Misconduct/Referral - Not following the Transportation Rules governing riding school buses may forfeit the student's right to District provided bus transportation and the stated consequential actions.

Defiance of Authority - Refusal to follow the reasonable requests of District personnel and/or designated authority. Includes rudeness to staff members and district personnel.

Disorderly/Disruptive Conduct/Aggressive Behavior/Gang Behavior - Language or behavior which disrupts and/or interferes with the educational environment or process.

Disruptive Devices/Prohibited Items - The possession and/or use of laser lights/pointers, water guns, balloons, rubber bands, paint balls, etc.

Dress Code Violations - Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate is unclean or threatens the health or safety of the student or others. Clothing, bare midriffs, cleavage, short skirts or shorts (not fingertip length) spaghetti straps, muscle shirts, tank tops, jewelry, or wording on clothing, which is sexually suggestive, drug or alcohol related, vulgar, and insulting, gang attire or membership related or ridicules a particular person or group is prohibited. (See District Dress Code).

Electronic Devices - Cell phones, digital cameras, pagers, wristwatches, PDA's, etc., which have communication capabilities disruptive to the educational process and are not to be used during class time. The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Texting/picture taking messages to others that contain bullying, negative comments, sexual content, and/or harassment is prohibited. All electronic media player's with or without headsets are not to be used during class time or library. The devices will be removed to school office and can be picked up at the end of the school day.

Forgery, Lying, Academic Dishonesty - Writing or giving false or misleading information to school officials by forging parent's, guardians, or any other person's signature on any letter or other school

document, cheating, plagiarizing, turning in another person's papers, project computer programs, etc., as the student's own, and/or any other misrepresentation of the truth.

Harassment - Includes language or behavior, which insults ridicules, or torments another person. Also, commonly referred to as bullying; cruel to others who are weaker, to treat abusively by means of force or language. The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Racial slurs or any discriminatory name used in reference to race, gender, color, religion, national origin or sexual orientation is prohibited. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

Inappropriate Public Display of Affection - Inappropriate touching is any contact other than 'hand holding'.

Lewd Conduct - Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured is prohibited. This includes inappropriate material in/on lockers, and lewd information found in computers.

Sexual Harassment - Sexual harassment is prohibited conduct. It may be verbal, visual, written or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also included in prohibited conduct

Tardiness - Arriving late to school and/or class. Arriving more than 10 minutes late is considered an absence in that class.

Vandalism - Intentionally damaging, defacing, [including tagging/graffiti], or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. This includes falsely activating fire alarms. The student and the parent/guardian having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required [ORS 339.270]

Off Campus and Outside of School Conduct - Off campus and outside-of-school conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. Examples of behaviors that fall under this category include threats or harassment that occurs on line in chat rooms such as MySpace, Facebook, e-mails, and/or texting messages or pictures that contain sexual content. This is not limited to district computers; at home computers also fall under this jurisdiction.

Middle School Student Information

Class Requirements

Middle school students are required to take semester classes in the following areas:

English -----	6 semesters
History-----	6 semesters
Math -----	6 semesters
Science -----	6 semesters
Physical Education -----	3 semesters
Health-----	2 semesters
Additional electives as available	

8th Grade Promotion Requirements

8thGrade students will be permitted to participate in promotion activities if they average passing grades **in each core class for the entire year** or have demonstrated significant academic improvement in courses for which they do not average a passing grade. Students may also be ineligible for the promotion ceremony for attendance and disciplinary concerns. Final determination of eligibility will be made by the principal and communicated with parents and students.

Leadership

Leadership team is made up of 8th grade middle school students. The Team will sponsor a variety of activities and fundraisers. All students may attend meetings, but only members may vote on issues.

Retention / Summer School

Passing grades must be attained in language arts and mathematics. Failures in 6th and 7th grade will result in course make-up through regular school schedule or summer school. Failures in 8th grade may result in retention unless student attends and passes the necessary language arts or mathematics course during summer school or a principal approved program of remediation.

High School Student Information

Academic Honesty

Vernonia School District values academic integrity. Students are expected to be responsible for their own work. Plagiarism will not be tolerated. First offense will result in loss of credit on assignment. Second offense may result in no credit for class.

Adding & Dropping Classes

Student schedules are developed according to requests made by the students during the forecasting/pre-registration process. Schedule changes, therefore, will be allowed only under unique circumstances during the first two weeks of each semester. Students needing assistance with their schedule need to utilize the following procedure:

1. Meet with the counselor.
2. Complete petition form to add or drop class (petition includes input from student, parent, teacher and counselor.)
3. Principal approves or denies petition request.
4. If approval is granted, add/drop form **must** then be completed.
5. Schedule changes must be made by the 2nd Friday of the semester.
6. No schedule changes allowed at the end of a 9 week term.

Alternative Education

Students deemed eligible for alternative education options at Vernonia High School may include those who:

- Are not meeting academic benchmark standards;
- Are exceeding standards;
- Have an attendance pattern so erratic that the student is not benefiting from the educational program;
- Are being considered for expulsion or have been expelled;
- Demonstrate a pattern of severe disciplinary problems;
- Are pregnant or parenting;
- Are 16 or 17 years old and whose parent has applied for an exemption from compulsory school attendance;
- Are emancipated or have initiated the procedure for emancipation; or
- Are otherwise deemed eligible according to the district's policies and procedures for placing student into alternative education programs.

Enrollment is team approached, involving alternative education staff, counselor, parent, student, and administration, with the administration making final decisions.

To be eligible for Credit Recovery, students must first retake the failed course in the regular education setting. Exceptions approved by administration.

School districts are responsible for approving and placing students into the alternative programs they operate or with which they contact. A school district is not required to provide a private alternative

education program if it can refer students to private alternative programs that are approved by the district board. These private programs must be appropriate and accessible to the referred students.

Credit by Examination

High school graduation credit by examination can be earned by a student for a limited number of courses offered at Vernonia High. Students cannot challenge a failed course. Courses that are eligible for credit by examination are:

- Health
- Computer Applications
- Personal Finance/Economics
- Global Studies
- U.S. History
- Government
- Math
- Spanish

The procedures used for Credit by Examination are:

- An application for credit by examination must be submitted to the principal prior to course enrollment. The exam must be completed within 3 weeks from notice of approval and during the first two weeks of the semester.
- A minimum score of 75 percent on comprehensive examination is necessary to earn credit.
- The student cannot earn credit by examination for a course in which he/she is currently enrolled.
- The student cannot earn credit by examination for a math or second language course below the level at which he/she is currently enrolled.
- A student may attempt credit by examination for a specific course only once.
- The examination used for credit will be written by the teacher currently teaching the course and approved by the principal. The counselor will coordinate the examination process.
- Courses earned by this process will be noted on the student's transcript.
- Exceptions to the above guidelines may be granted by the school principal upon the receipt of a written request from the student's parent/guardian documenting the reason for the waiver.

Credits Earned Through Off-Campus Experiences

Students can earn graduation credits through off-campus experiences. Approval is to be obtained by the counselor or from the principal prior to the beginning of the off-campus experience.

- School to Work
- Work Experience
- Community Service
- Outdoor School
- PSU Independent Studies
- PCC Courses
- Other courses that meet accreditation requirements

Final Exams

Final exam schedules, when necessary, will be communicated to students with adequate time to prepare.

Forecasting/Pre-Registration

Prior to the end of the current school year, students will select courses for the upcoming year. Because the schedule of classes is determined according to student requests, it is imperative that all students complete the forecasting and pre-registration process.

Foreign Exchange Students

The school may enroll students from other nations from those exchange programs officially recognized by the Board. Admission of exchange students will be made only at the beginning of a fall semester.

Foreign exchange students admitted to school under an F-1 visa status will be required to pay tuition as required by law and at the rate established by the Board of Directors. Exchange students attending school under a J-1 visa will be granted tuition waivers.

Foreign exchange students will be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

Graduation Requirements

1. Attendance: Four years of attendance are required in order to be considered for graduation. Exception to the four year requirement may be made under unusual circumstances and only with approval from the Principal.
2. Credit: Distribution of credits as set forth by the Vernonia School Board is as follows:

Language Arts	4.0
Mathematics	3.0
Science	3.0
Global Studies	1.0
U. S. History	1.0
Government	0.5
Modern Problems	0.5
Personal Finance	0.5
Economics	0.5
Health	1.0
Physical Education	1.0
Applied/Fine Arts/Second Lang./	3.0
CTE/Career Development	
Computer Applications	0.5
Electives	<u>6.0</u>
Total Required	25.5

Career- Related Learning Project

The Career-Related Learning Project is a requirement to graduate from Vernonia High School. Students must meet each deadline in the process. Some requirements may be completed during scheduled career education classes.

Careers I: Complete and Pass the Job-Shadow Experience
Senior Year: Complete Physical Project
Senior Oral Presentation

1. Must have completed and passed Job-shadow by posted deadline
2. Log Book must be verified and on file with CRLP Coordinator
3. Dress Code is mandatory. Students must dress for a formal presentation.
4. Students will not be allowed to present if the above criteria is not met.

Community Service Requirement

In addition to the credits outlined above students must also perform a minimum of **40** hours of community service as **a graduation requirement**.

Community Service is defined as those activities performed by a student work to improve their community. Examples would be volunteering at community events or with a community agency, church, or assisting the elderly. Exclusions may include any community service performed for relatives or for school events/facilities.

Participation in the graduation ceremony and the senior trip are privileges reserved for those students who complete the above stated graduation requirements.

Incompletes

If a teacher feels issuing an incomplete is appropriate, students will have 5 school days from the beginning of the next grading period to complete requirements and have a letter grade issued. Exceptions must be approved by the principal.

Make-Up Exams

Students who have absences due to illness or family emergency such as death, accident or medical emergency, may make up semester exams. A parent or guardian must notify the school on the day of the exam if a student is going to miss a final. Students are responsible for making arrangements to complete the exam.

Make-Up Work

A student who has an excused absence from class may be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

Any student with an unexcused absence will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school will be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

Oregon University System Requirements

The Oregon University System requires the completion of 14 credits in the following areas:

Language Arts	4 credits (Intro to Lit & higher)
Math	3 credits (Minimum Algebra I/Equivalent)
Science	2 credits (One with laboratory component)

Social Studies	3 credits
Second Language	2 credits (2 years of same language)

Pass/Fail Grade Option

The parent or guardian, teacher, principal and counselor will determine the appropriateness of issuing a Pass/Fail grade option. Under most circumstances, the request and decision will be made by the 4 weeks progress report.

Retaking Classes

Although credit cannot be issued twice for the same course work, students are always encouraged to improve their academic standing. If the grade was passing, the first grade becomes a “P” (pass) and the grade earned the second time around is the grade used in figuring the cumulative GPA. If the first grade was failing, the “F” will remain on the transcript.

Scheduling Guidelines

All students must take at least 5 academic classes (not counting Advisory)

Students may not take more than 2 School-to-Work per semester.

Students may only take 1 T.A. (Teacher Assistance) per semester.

Skip Day??? NOT!!!

Neither Vernonia High School nor Vernonia School District 47J sponsor or excuse skip days. We ask parents to support this policy by not condoning or approving skipping or asking VHS to excuse such an activity. The opportunities for accidents, injuries and inappropriate behavior are greatly increased when groups of young people gather and are unsupervised.

Summer School

Students that have not demonstrated adequate academic progress may be assigned mandatory summer school. The purpose of summer school is to provide opportunities to make-up lost credits with the goal to ensure all students are on track to graduate. Space is limited, with priority going to incoming Seniors that are deficient in Math and/or English and those that have yet to pass their Junior Paper (Career-Related Learning Project).

Student Body Officers 2015 - 2016

President	Jocie Roberts
Vice-President	Quentin Skanes
Secretary	Haley Lindsay
Treasurer	McKenzie Titus
Sgt. at Arms	Breanna Gardner
Public Relations	Amanda Sicard
Foreign Exchange Rep.	Bryanna Larsen
Student Body Manager	Jessika Goodman
Fire Marshall	Ellie Brewer

Vehicles on Campus

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

liability insurance policy or that the student or vehicles owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Students not parking in designated parking spots may have their parking permit suspended. Parking permits may be obtained at the high school office.

Vehicles / parking lots are off limits during the school day. The district assumes no liability for loss or damage to vehicles or bicycles.

Vehicles on District property may be searched if administration has reasonable suspicion that a prohibited item may be found.