

Pleasant Hill High School



Student Handbook

Pleasant Hill High School

Grades 6-12

Principal's Message

Dear Students and Parents:

This handbook provides specific information about our school's activities and policies. We urge all parents, students and staff to become familiar with this material and refer to it whenever questions arise. Of even more importance, we ask everyone in our school community to endorse our goal of achieving academic excellence through pride, honor, honesty and safety. By embracing these values and allowing them to guide our actions, we believe each of us can attain the greatest possible success in our learning and our teaching, in our service to the community and in our personal lives.

At PHHS, these are the expectations of our students, parents and staff members:

- high academic standards and high academic achievement
- courtesy and respect for all students and staff members
- commitment to personal excellence
- adherence to the rules and procedures of the classrooms and athletic teams
- on time attendance to every class, every day
- dedicated involvement in co-curricular activities and sports
- service to the community outside of school
- a drug free, alcohol free and tobacco free campus
- a school free of harassment and bullying
- a school where every student feels safe

Sincerely,



Randy Fisher
Principal

The material covered within this student handbook is intended to convey general information, rules and procedures to students and parents. It is not intended to either enlarge or diminish School Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice and may also be superseded by Board policy, administrative regulation or negotiated agreement.

Equal Opportunity

Pleasant Hill High School promotes nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, cultural background, socio-economic status, physical characteristics or place of residence in any educational programs, activities or employment. Questions or concerns about equal opportunity in each school should be directed to the building principal.

Pleasant Hill School District #1 Mission Statement:

To graduate all students with high levels of academic and personal achievement, who are ready for post-secondary excellence, and who are prepared for productive, compassionate citizenship, through research-based instruction and a collaborative system of support.

Pleasant Hill School District #1 is an equal opportunity educator and employer.

General Policies and Information

Alternative Education Programs

Alternative education programs are available for those students whose educational needs are insufficiently met by a standard high school environment. Such programs may be particularly helpful for students who have difficulties with regular attendance, classroom procedures, or social adjustment. These programs are also available for students whom the school has prohibited from attending classes on the PHHS campus.

The Student Study Team (composed of administrators, teachers and a counselor) will work closely with the student's parents to determine the most appropriate alternative education site. All parent-initiated requests for alternative education placement should be made through the counseling office.

Athletic Participation Fee

The participation fee is necessary to offset the cost of the sports programs. Payment of the fee is a requirement for eligibility but is not a guarantee of playing time. Students whose financial circumstances prevent them from paying this fee may obtain a *Waiver Request* form from the office. Refunds may be requested if the student's participation ends prior to the first competition. *Refund Request* forms are available in the school office.

Campus Hours

Other than for special events, no student supervision is available on campus on weekends and between the hours of 3:30 p.m. and 7:30 a.m. on weekdays. Hallways will be locked and no student access will be allowed after 5:00 p.m.

Cafeteria

PHHS offers Cafeteria service during the morning break and at lunch. Food services are not available before school, during classes or after school.

Cellular Phones and Electronic Devices

Students are allowed to bring cellular phones, headsets or electronic devices on campus provided that learning and teaching are not disrupted in any manner. ***Cellular phones must be turned off and out of sight while attending class.*** Electronic devices may be used in the classroom only when the teacher gives explicit permission. Disciplinary consequences for violations may include confiscation of the device.

Cheating/Plagiarism

PHHS requires that students are honest and honorable in all their academic efforts. Classroom consequences for academic cheating or plagiarism will be at the discretion of the teacher. Chronic or egregious violations may be referred to the principal for additional action.

Closed Campus

For the safety of all students and to fulfill the district's supervisory responsibilities, Pleasant Hill High School is a "closed" campus. Students are prohibited from leaving the school grounds during the school day without the expressed permission of their parents ***and*** a school administrator.

11th and 12th grade students may, with parental permission, sign an annual contract with specific conditions that allows them to leave campus exclusively during their lunch period.

Under all other circumstances, students must have the permission of one of their parents **and** a school administrator to leave campus at any time during the school day, including lunch periods and breaks. Permission will be granted for obligations, such as legal or medical appointments, that can not be met before or after classes. Students may leave for these appointments only if accompanied by a parent or an adult designated by a parent. Students *must* inform the office when leaving and upon returning to campus. (*See the Attendance Regulations in this handbook.*)

Violations of the closed campus policies are subject to the same disciplinary actions as for other attendance infractions.

Clubs and Organizations

Student clubs and performing groups may establish rules of conduct that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. All clubs must be approved through Student Council and the principal. All student organizations and clubs must meet requirements of Board Policy IGDA.

Computer Usage

The appropriate use of computers and computerized technology is encouraged to promote the knowledge and skills of students and staff. All use of technology by students and staff is intended to support the approved curriculum. Any other use or any computer activity that disrupts the ability of teachers to teach or students to learn is prohibited. Computer usage that violates district policies or state law will be subject to school discipline or referred to the proper civil authorities.

Counseling Office

The school guidance service provides opportunity for students to have conferences with the counselor. The counselor helps students with personal and social problems, planning their high school programs, class schedule changes, post-high school education, and careers. Informational material about professional training, scholarships, colleges, college entrance examinations, aptitude tests, achievement tests, part-time work, and military services are available.

Credit Requirements for Grade Level

The **minimum** semester hours for individual grade classification (as of September each year) are as follows:

9 th grade.....	0-4 credits
10 th grade.....	5-10 credits
11 th grade.....	11-16 credits
12 th grade.....	17+ credits

Grade level placements for 6th, 7th and 8th grades are generally determined by age rather than semester credit hours. This does not prevent 6th, 7th and 8th grade students from earning high school credits with the approval of the principal.

Dances and Social Events

Students and their guests are expected to adhere to the code of conduct and the dress code

for school dances and social events. Students who wish to bring guests must obtain a guest pass from the office at least one day prior to the event. Students or guests who leave a dance or social event prior to the announced conclusion will not be readmitted.

Discrimination Complaint and Grievance Procedure

The Pleasant Hill School District #1 nondiscrimination policies and grievance procedure can be found in the following district policies:

AC	Nondiscrimination
AC-AR	Discrimination Complaint and Grievance Procedure
GBA	Equal Employment Opportunity
JB	Equal Educational Opportunity

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures:

1. The superintendent has appointed the building principal, or assistant principal as the contact person on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues:

Devery Stoneberg, Principal, 541-736-0498

Pleasant Hill Elementary School, 36386 Highway 58, Pleasant Hill, OR 97455

Randy Fisher, Principal, 541-736-0705

Pleasant Hill High School, 36386 Highway 58, Pleasant Hill, OR 97455

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VIII, Title IX, or other civil rights or discrimination issues.

3. If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent.

Superintendent, 541-736-0701

Pleasant Hill School District 36386 Highway 58, Pleasant Hill, OR 97455

4. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.

Pleasant Hill Board Chair, 541-746-9646

C/O Business Manager, Pleasant Hill School District, 36386 Highway 58,
Pleasant Hill, OR 97455

Distribution of Printed Materials

All aspects of school-sponsored publications, including newspapers and yearbooks, are under the direct supervision of the teacher and the authority of the principal. Students are required to submit proofs of the material to the administration for approval prior to publication.

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. Material affixed to the buildings must use an approved adhesive (e.g. plastic tape and duct tape are strictly prohibited).

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

Dress Code

The dress and grooming of all students must have a modesty and cleanliness that is non-disruptive to learning and teaching. All clothing must be appropriate for the educational or social activity that is occurring on school property, regardless of the time of day.

Inappropriate clothing includes garments that:

- disrupt the educational process.
- expose any parts of breasts, buttocks, thighs or genital areas.
- are dirty, torn or pose a health or safety hazard.
- promote discrimination, harassment, prejudice, racism or violence.
- identify the wearer with membership in a criminal group.
- promote alcohol, drugs or tobacco.

Students wearing inappropriate attire will be asked to change garments or add clothing. Additional violations may result in parent meetings, detention, suspension or loss of co-curricular privileges.

Dropping/Adding Classes

With the permission of an administrator, students may add or drop classes without penalty through the first two weeks of the semester. Any change in schedule after the first two weeks requires approval by the administration and the student's teachers. Classes dropped after the fourth week of the semester may result in a failing grade.

Equal Opportunity

Pleasant Hill High School promotes nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, cultural background, socio-economic status, physical characteristics or place of residence in any educational programs, activities or employment. Questions or concerns about equal opportunity in each school should be directed to the building principal.

Pleasant Hill School District #1 is an equal opportunity educator and employer.

Fees and insurance

Student fees or deposits are required to participate in a variety of activities and classes. Typically fees are charged for participating on an interscholastic athletic team, the ASB activities, music supplies and activities, PE laundry, and music supplies, class fees and

maintenance. A list of the exact fees, deposits and charges can be obtained in the school office. Fees may be altered during the course of the school year.

All students who wish to participate in school sponsored physical activities such as sports, cheerleading or dance **must** provide proof of insurance coverage **prior** to practicing. The school can provide insurance information but does not sell or endorse the products of any insurance company.

Fire, Earthquake, and Security Drills

Fire, earthquake, and security drills are conducted regularly as a legally required safety precaution. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with staff members.

Graduation Ceremonies

Commencement Guidelines:

1. It is expected that students who participate in graduation exercises will have met all the requirements for a PHHS diploma.
2. Graduates must be enrolled in PHHS at the time of graduation.
3. Graduates must maintain regular attendance for the entire school year as defined in ORS 339.065.
4. Seniors are expected to maintain appropriate behavior while attending school and at all school-related events. Those who do not may forfeit commencement privileges.
5. Seniors who receive a high school diploma or G.E.D. from another school are not eligible to participate in the PHHS graduation ceremony.
6. The principal and the superintendent reserve the right to make exceptions to these guidelines as appropriate to meet the needs of students with special needs or learning disabilities. Applications for exceptions must be made through a high school counselor and approved by the principal and the superintendent.

Harassment/Bullying/Hazing/Sexual Harassment

Bullying, hazing, physical or verbal intimidation, threats, menacing behavior or harassment of any kind by students, staff, or others will not be tolerated and is strictly prohibited at all school activities and events.

Harassment/bullying includes but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written, or physical nature on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Sexual harassment includes but is not limited to any act which subjects an individual or group to unwanted sexual advances, requests for sexual favors, or any other nonverbal, oral, written, or physical behavior of a sexual nature.

Intimidation/threats includes but is not limited to any threat or act intended to tamper, damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Menacing includes but is not limited to any act which does or is intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Harassment Complaints

All complaints regarding harassment of any kind, hazing, intimidation, threats or menacing by staff, students or third parties shall be reported to the principal who will promptly investigate the complaint and issue a reply within five days of receiving the complaint. If the reply is not acceptable to the complainant, he/she may file a formal complaint. All complaints will be handled confidentially.

Formal Written Complaints:

STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parents will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

STEP 2. If the complainant is not satisfied with the decision of Step 1, he/she may submit a written appeal to the superintendent, who shall meet with all parties involved and issue a written response within ten days of receiving the appeal.

STEP 3. If the complainant is not satisfied with the decision of Step 2, he/she may submit a written appeal to the Board within 10 days of the superintendent's response. The Board will conduct a hearing within 20 days of receiving the appeal. The complainant will be allowed to be present at the hearing. The Board will issue a written response within ten days of the hearing.

STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

(Reference: Board policies JBA/GBN and JFCF/GBNA)

Headsets

Music devices with headsets are permitted on campus but may **not** be played or worn during class times without the explicit permission of the teacher.

Health Services

First Aid and Emergency Care for injuries and illness: Staff members at each school have been trained in First Aid, CPR, and Epinephrine injection administration. The nurse will be called for serious injuries. Every attempt is made to contact parents or the Emergency Contact person listed on the Emergency Card and Registration form. Our ability to contact a responsible adult depends on the accuracy of the provided phone numbers.

Health Education is offered to students in classroom presentations or health room visits. The staff and parents receive information on issues of concern through inservices and newsletters.

Infection/Disease Instruction; an age-appropriate plan of instruction about infections/diseases including AIDS, HIV, and Hepatitis B has been included as an integral part of the District's health curriculum. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law. Contact the principal for additional information and procedures.

School Nurse: A part-time registered professional nurse with special training in the field of public and school health is assigned to the Pleasant Hill School District.

Language

The use of profane, vulgar or mean-spirited language is disruptive to the school's environment and is subject to disciplinary consequences.

Law Enforcement Questioning

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

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

Lockers

Lockers are available to students and are assigned at the beginning of the school year. The school assumes no responsibility for the safeguard of articles left in the lockers. The lockers are not designed for maximum security. Students are urged to avoid placing valuables in their lockers. ***Large amounts of cash and items of extraordinary value should not be brought to school.***

Students are responsible for keeping their lockers clean and in good working condition. Fines will be assessed where damage occurs.

Decorating of lockers is limited to taped-on pictures (using masking tape only), detachable locker organizers and magnet mirrors. Stickers, contact paper, plastic tape, inappropriate pictures, and permanent marking pens are prohibited for use in or on the lockers.

Students are required to thoroughly clean their lockers at the conclusion of each school year.

The lockers remain the property of the Pleasant Hill School District and may be opened and inspected by administrators at any time.

Lunches

Students may eat lunch in the Student Center, the hallway commons, the student courtyards, and the outside breezeways. Lunch may be eaten in the classrooms and other areas only with the supervision of a staff member.

Medication Policies

Students may be permitted to take non-injectable prescription or non-prescription medication at school when necessary to assure student health or attendance.

All requests for the District to administer medication to a student or to allow a student to self-medicate must be made by the parent or guardian in writing, and approved by an administrator or nurse. Forms are available at each school office. "Student self-medication" means a student must be able to demonstrate the ability, developmentally and behaviorally, to administer the medication safely and responsibly.

Student Self-Medication Procedure:

1. A permission form with written instructions from the parent or Physician is submitted to the office for both prescription and non-prescription medicines. Written instructions should include information on indications for use, dosage time interval between doses, and possible

adverse reactions.

2. All prescription and non-prescription medication must be kept in its original container, appropriately labeled as follows:

a. Prescription labels must be CURRENT and specify the name of the student, name of the medication, dosage, route, and frequency or time of administration, and any other special instructions

b. Non-prescription medication must have the student's name affixed to the original container.

3. "Non-prescription medication" means ONLY commercially prepared, non-alcohol-based medication that is necessary for the student to remain in school. This shall be limited to eye, nose or cough drops, cough suppressants, analgesics, decongestants, anti-histamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Non-prescription does NOT include or allow dietary food supplements.

4. No student will be allowed to self-medicate with any prescription or non-prescription medicines designated as an anti-convulsant, sedative, narcotic analgesic, psychotropic, stimulant, or anti-depressant. These medicines need to be kept in a locked cabinet in the office, and administered by a trained school staff person, designated by the School Administrator.

5. The student may have in their possession ONLY the amount of medication needed for ONE SCHOOL DAY.

6. The student is responsible for proper use and safekeeping of the medication.

7. Sharing or borrowing of medication with another student is strictly prohibited.

8. Permission to self-medicate may be revoked if the student violates any of the above regulations outlined in the School Board's policy governing Administering Of Non-injectable Medicines To Students. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Pass/No Pass Grading

Students may be graded on a Pass/No Pass basis with the approval of the teacher and the principal. Such approval must be obtained by the fourth week of the class.

Physicals for Athletics/Activities

Students are required to have a physical the first time they participate in high school athletics. Thereafter, they must have a physical every two years and after any debilitating illness or injury.

Public Displays of Physical Affection

Expressing affection in public through prolonged kissing, embracing or other contact of an intimate nature is disruptive to the educational environment and is offensive to students and staff. Such activity will have consequences that may include reprimands, counseling, lunch time detentions, or parental meetings. Repeated violations can result in suspension from classes or from participation in school sponsored events and activities.

Restricted Areas

During instructional hours, students are not permitted in the parking lots or wooded areas surrounding the school unless they are under the supervision of a teacher or a staff member.

The parking lot is off limits except when students are legitimately arriving at or leaving school. For the security and safety of all, students and visitors are not permitted to linger in the parking lot at any time during the regular school day or during school events.

Skateboards and Rollerblades.

For the protection of students and school property, the district liability insurance specifically requires that skateboarding and rollerblading be prohibited from school property. Students who bring skateboards or rollerblades to school will be requested to leave the items in the office.

Special Needs

Pleasant Hill High School seeks to provide a safe and fully accessible campus. Persons having requests for special needs or physical accommodations should contact the school office at least 48 hours prior to the activity. Inquiries about the Special Education programs are best directed to the District Director of Special Education.

Student Awards and Incentive Programs

Pleasant Hill High School has a proud tradition of recognizing outstanding student achievement in all areas and practices Positive Behavior Support. The faculty, staff and student council welcome suggestions for additional opportunities to award meritorious achievements and behavior. The programs listed below are the prime examples of this tradition.

- Students of the Month - recognized by local and regional newspapers
- Daily recognition of students with outstanding behavior and attendance records
- Athletic Awards - team and league honors
- Visual Displays of Student Awards and Works
- Awards Night - the annual recognition program at the end of the school year
- Honor Roll and Honor Society
- Department Awards - various programs recognize especially successful students
- Scholarships - the ultimate recognition
- Spirit Cup Competition - Classes compete to display their spirit and service

Student Government

Pleasant Hill High School's student government is organized to have an influential voice in the operation of the school as well as to give students knowledge and experience in a working democracy. All students are encouraged to attend Student Council meetings and work through the class and ASB officers to effect positive changes in the school.

Student I.D. Cards

Student I.D. cards are available to all students at no charge. All students are required to have the card in their possession at school and at school events. The purchase of an Activity Sticker (see *Fees*) allows the student free admission to all home athletic events. Students without the activity sticker are required to pay for admission to all athletic competitions and co-curricular events.

Student Records/Transcripts

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Personally identifiable information shall be disclosed only as provided by Board policy and state law. Additional information regarding records can be obtained from the Counseling Office.

Student Searches

Lockers belong to the school district. Students are permitted to use them as a convenience. The lockers remain under control of the school administration and may be searched whenever reasonable cause exists.

School officials may search a student and their personal property when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others will be confiscated.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties, including but not limited to lockers or desks, may occur at any time. Items belonging to the district, items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. (*See Board Policy JFG*).

Tardy Policy

Students are expected in class on time to maximize their own learning and to avoid interrupting the learning and teaching of others. Students who are not in the classroom and prepared to learn at the beginning of the class are considered tardy and are subject to disciplinary action by the teacher or by the administration. Every appropriate effort will be made to change the behavior of repeatedly tardy students. Recalcitrant students are subject to suspension or removal from the class.

Students who are more than 10 minutes late to class are considered absent/truant and must obtain an admit slip from the office in order to gain admission to the class.

Students are never permitted to linger in the hallways or by their lockers when classes are in session.

Vehicles at School/Parking/Driving

Permission for students to drive and park on district property is a privilege extended to any licensed driver complying with state law and district policy. This permission may be revoked at any time for any violation of the rules governing driving, behavior or attendance.

Basic Responsibilities for Drivers:

- To register their vehicles with the school administration
- To obey all state laws regarding the operation and parking of a motor vehicle
- To observe the 10 MPH speed limit when on district property
- To drive in a courteous and defensive manner
- To park "head in" only within the designated spaces

Obligations and Reminders:

- It is the responsibility of parents and students to ensure that any car driven to school is in safe operating condition.
- Students are to be in the student parking lot only to enter or exit campus. They are not allowed to loiter in the parking lot at any time or visit the parking area during class

times or breaks unless they have permission from a staff member to do so.

- Students are not to be transported on the school grounds in the back of open pickups or on any part of the outside of the vehicle.
- Driving privileges will be revoked for any driver who transports drugs, alcohol, weapons, or any illegal or restricted substance onto the school grounds.
- The district may request that the Department of Transportation suspend driving licenses for students who have violated the weapons policy, assaulted, menaced, threatened, intimidated, harassed, or coerced a school employee or student, or vandalized school property.
- The district assumes no responsibility or liability for loss or damage to vehicles.

Parking Requirements:

- Vehicles parked on district property are under the jurisdiction of the district. To obtain a parking permit, a student must have a valid driver's license, a currently valid registration and vehicle license plates, and proof of auto insurance as required by the state.
- Each student driver is required to obtain the required parking permit and properly display it in the vehicle.
- In applying for a parking permit, students will be notified that *parking on district property is a privilege and not a right*. School officials may conduct searches of vehicles upon reasonable suspicion of a violation district policy, or school rules.
- Students must park their vehicles in the marked areas of the parking lot, "head-in" only. Students not parking correctly, parking in the driving, fire, or bus lanes, or in any other unauthorized areas, or blocking another vehicle are subject to disciplinary action.
- Students are responsible for seeing that their vehicles are locked. The school is not responsible for vandalism or theft.

Visitors

To minimize disruptions to classroom instruction and learning, student visitors are generally not permitted. Under no circumstances are PHHS students permitted to host students from local high schools. Visits are never granted during the first three weeks or last three weeks of the semesters.

Exceptions may be made under the following guidelines:

- 1.) The visitor is a student who may soon attend PHHS.
- 2.) The visitor is an out-of-district guest of a PHHS student and their parents provide written permission to the office two days before the visit.
- 3.) The hosting student obtains a signed consent from each teacher to be visited.
- 4.) The visit is for one day only.

The administration reserves the right to deny visiting privileges at any time.

Student Code of Conduct



Standards of Behavior

The expectations for student behavior are part of the school's system of Positive Behavior Support:

- Punctually attending all classes
- Following the instructions of faculty and staff
- Being truthful with parents, teachers and staff
- Treating students and staff with kindness and respect
- Respecting the opinions and heritage of others
- Avoiding profane or vulgar language
- Striving for academic excellence
- Being sincere in written and spoken communications
- Resolving conflicts without violence or threats
- Avoiding tobacco products, alcohol and illegal drugs
- Following athletic team rules and displaying good sportsmanship
- Respecting the property of others
- Alerting responsible adults if students are a threat to themselves
- Keeping the school in a clean and attractive condition
- Volunteering service to the school and the community
- Being ethical in all academic activities
- Obeying all driving, parking and bus rules

Behaviors Subject to Disciplinary Action

The district has authority over students during the entire school day. This applies to all school activities, on and off campus, and to all transportation in school vehicles. Considerate and thoughtful behavior will be encouraged and rewarded.

Behavior that interferes with the education of other students or affects the general safety or welfare will not be tolerated. Rude, offensive or mean-spirited behavior will be vigorously discouraged. Students who violate the school's standards or procedures will be subject to disciplinary action including loss of privileges, detention, suspension, expulsion or referral to law enforcement officials.

Students may also be held accountable for off-campus behavior violations if their actions are likely to cause disruption of class work or substantial disorder to the school.

Weapons and Firearms

1. No person, with the exception of law enforcement officers or those authorized by the district superintendent, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school district property or at school-sponsored events that occur off school property.
2. A dangerous weapon is defined as any weapon, device, instrument, material or substance, animate or inanimate, 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 physical injury.
3. Weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons.
4. Any student who has possession of a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline including suspension pending an expulsion hearing (Policy JFCF).
5. Any student who has possession of any dangerous weapon, or a replica of a dangerous weapon will be subject to discipline, including but not limited to suspension pending an expulsion hearing (Policy JFCF).
6. Any non-student who is found to have possession of a firearm or other dangerous weapon or transfers possession to another on school property or at school-sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree (as provided by ORS 164.245) as well as for firearms law violations*.
7. The appropriate law enforcement agency will be promptly informed of the identity of any person who violates this policy and will be asked to take appropriate legal action**.

*In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

**In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. Under Federal law "weapon" is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. "Destructive device" means an explosive, incendiary or poison gas, bomb, grenade, rocket or missile.

Lunch-time detention

Detention is a consequence for students who violate behavioral or attendance rules. It is a mandatory commitment of time for quiet study and reflection. Students owing detention time must adhere to the following rules:

- 1) Students are to report to the detention room at the beginning of the lunch period.
- 2) Credit for time served will begin when the student reports to the detention monitor.
- 3) Students arriving for detention with less than 20 minutes remaining in the lunch period will not be admitted.
- 4) Students will be credited with time only if they serve 20 minutes or more.

- 5) Students may not bring food or drinks into the room.
- 6) While serving detention, talking or any form of communication with other students is not permitted. Electronic devices are not permitted without special permission. All students are encouraged to bring homework or other school-related reading material.
- 7) Any student who is disruptive or who violates the detention procedures will be asked to leave the room. In this event, no time will be credited to the student.
- 8) An in-school suspension may be applied if a student fails to serve the prescribed detention within two school days of the violation. Avoidance of detention will result in a parental conference to determine other disciplinary action.

In-School Suspension

In-school suspension is a supervised detention in which the student is required to quietly work alone in a specified location (usually the office) during the school day.

Out-of-School Suspension

A student may be suspended from school for violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may **not** attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion may extend to one calendar year.

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

Bus Riding Regulations

Oregon State Board of Education Regulations Governing Pupils Riding School Buses
(OAR 581-053-0010):

1. Pupils being transported are under the 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 animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written permission to exit at a destination that is not their regular stop.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall keep the bus clean, and must refrain from damaging it.
13. Pupils shall not open or close windows without permission of the 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 to passers-by.
16. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Pupils may not harm or threaten other pupils on the bus.

Discipline of Special Needs Students

A student being served by an Individual Education Program (IEP) who violates the code of conduct will be treated in accordance with district policies and state and federal laws.

Off-Campus Conduct

Students may also be held accountable for off-campus behavior violations if their actions are likely to cause disruption of class work or substantial disorder to the school.

Substance Abuse

Pleasant Hill School District recognizes that substance abuse and the problems associated with it are becoming increasingly commonplace in our society. We also recognize that in many instances a student's involvement with alcohol or other drugs can lead to the diseases of alcoholism and other chemical addictions. It is our belief that prevention, early intervention, and appropriate referral are necessary to provide students the opportunity to succeed in the classroom.

Pleasant Hill School District also recognizes that student involvement in school with alcohol or other drugs will be destructive to self or others, causing problems in their daily lives. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate intervention can help those students involved.

Pleasant Hill School District regards alcohol and other drug addictions as a medical problem severely affecting behavior. Our primary purpose is to identify and document any behavior that would be considered problematic to the student's effectiveness on campus and which appears to impair that student's health.

Pleasant Hill School District believes that along with the community, the school has a role to play in helping students make responsible decisions about the use of alcohol and drugs. Therefore, we wish to cooperate with the community in acting as a resource to students, parents, and other teachers. It is our intent to act as educator, identifier, and referring agent. It is our hope that this will promote the safety, health, and well-being of our students.

Policy

A student shall not knowingly possess, use, transmit, traffic in, be in the environment of, or be under the influence of such unlawful substances as amphetamines, barbiturates, marijuana, narcotics, hallucinogenic drugs, unauthorized medications, alcohol, or intoxicants of any kind on or near the school grounds, or off the school grounds while attending a school activity, function or event.

If a student violates this rule, the administration will follow the procedures established in the *Student Rights and Responsibilities Handbook* and will notify the parents. If there has been a violation of the law, the appropriate law enforcement agencies may be notified.

A responsibility of the school district is to attempt to maintain a drug-free school environment so that learning can take place; to educate students so that they are aware of the issues and problems related to the use of drugs and substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to work with other community agencies in solving the problems related to substance abuse. Therefore, the district will maintain a K-12 drug and alcohol prevention curriculum, develop and maintain a system of identification and referral, keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse, and establish working relationships with community groups to help address the issues of chemical abuse.

Voluntary Requests for Assistance

If a student voluntarily requests assistance from school officials with regard to an alcohol or drug use problem and has not previously committed an alcohol/non-prescribed drug use offense, there shall be no discipline of the student.

1. The student will be encouraged to meet with the school counselor or other appropriate professional person.
2. Should there be subsequent self-referrals, an assessment by a professional diagnostician will be recommended.

Non-Compliance with Drug Abuse Policy

Students who do not voluntarily request assistance as described above and are determined by a school official to have used alcohol or non-prescribed drugs will be subject to disciplinary actions.

Use or Possession

A student shall not knowingly possess, use, transmit, be in the environment of, or be under the influence of alcohol, unlawful drugs, or unauthorized medications or have any drug paraphernalia** of any kind on the school grounds or at any school-sponsored function or within 1,000 feet of school grounds.

First Offense

The student faces disciplinary action which may include referral to law enforcement and will include suspension for up to ten days, referral for a substance abuse assessment, and social probation for up to nine weeks. It is expected that students will show a willingness to follow the assessment agent's recommendation for treatment. Upon any suspension, the parents or guardians will be notified the same day and requested to attend a conference for re-entry. If the student fails to follow the recommendations and requirements satisfactorily, continued suspension for up to ten days will be mandatory and expulsion will be considered.

Subsequent Offenses

The student faces disciplinary action which will include referral to law enforcement, up to ten days of suspension, social probation for nine weeks, and referral to a treatment facility. For subsequent offenses, parents will be notified the same day and will be expected to attend a conference to review all recommendations. If the student fails to follow the recommendations and requirements satisfactorily, further action will be taken which may include expulsion.

Where either students or parents do not cooperate by following recommendations for treatment and assistance, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem and the health, safety, welfare, educational opportunity, and rights of other students and staff.

Sale and Distribution of Controlled Substances

Students are prohibited from selling or sharing alcohol or unlawful substances (including look-a-like drugs and unauthorized medications) with other students or persons on or near district property during school hours or at school-sponsored activity.

First Offense

The student faces disciplinary action which will include ten days of suspension, referral to law enforcement, social probation for nine weeks, and referral to a treatment facility for evaluation. Further action may include an expulsion hearing. Parents will be notified the same day and expected to attend a conference before re-entry. If the student fails to follow the recommendations &/or requirements of the conference, further action will be taken, which may include expulsion.

Subsequent Offenses

The student faces disciplinary action which will include ten days of suspension. Further action will include the police, courts, and other agencies, social probation for nine weeks, and expulsion procedures will be started. The parents will be notified on the same day and expected to attend a conference to review the process.

Tobacco Possession or Use

Use of tobacco products is prohibited on all school district property. The prohibition includes implements used for smoking, such as lighters and pipes. This applies to students, staff, patrons and visitors.

For the last decade our health curriculum has presented the dangers associated with tobacco use and a concerted effort has been made to eliminate tobacco use among students and employees. We have in place programs at the primary level that are "developmentally appropriate" and promote abstinence from tobacco. Other curriculum and district-wide health models throughout grades K-12 also emphasize abstinence and promote "wellness" and healthy choices.

Consequences

The Pleasant Hill School District regards tobacco use as a medical problem that can severely affect learning and behavior, and young people stand the greatest danger of becoming addicted.

Oregon law prohibits the possession of tobacco products by minors. In compliance with this statute and a concern for the well-being of all students, the school district will enforce the following for students who possess tobacco on campus:

First Offense

1. tobacco products confiscated
2. three days of noon detention
3. notice to parents
4. counseling as necessary

Second Offense

1. tobacco products confiscated
2. one to two days of in-school suspension
3. notice to parents
4. counseling as necessary

Third Offense

1. tobacco products confiscated
2. three days of out-of-school suspension
3. meeting with parents
4. participation in a tobacco cessation program

Additional Offenses

1. tobacco products confiscated
2. out-of-school suspension pending consideration of alternative school placement
3. meeting with parents

Attendance Regulations

Attendance is an essential part of effective teaching and learning. Students who maintain faithful attendance maximize their talents and abilities. By state law, all students are required to enroll in school and abide by the requirements for regular attendance.

Excused and Unexcused Absences: In compliance with state law ORS 339.065, the principal has the authority to excuse student absences due to illness, health-related appointments, serious illness in the family, bereavement, inclement weather, religious instruction, court-ordered appearances and emergencies.

Classroom work missed due to an excused absence will be accepted for full credit if its submission adheres to the teacher's stated guidelines.

Students validly attending a school-sponsored trip or event have an excused absence from classes.

Students are required to have a parent call the school when they anticipate an absence for any reason. Upon returning to school, students must bring a signed note from a parent that states the reason and dates of the absence.

Students are not permitted to attend after-school events on the day of their absence (or the following day if the event occurs on a non-school day) without the expressed permission of the principal.

Admit Slips: Students who have been absent for any reason other than a school event are required to obtain an admit slip from the office prior to returning to classes.

Leaving Campus: To leave campus during the school day, including lunch periods and breaks, students must have the permission of one of their parents **and** a school administrator. Permission will be granted for obligations, such as legal or medical appointments, that can not be met before or after classes. Students may leave for these appointments only if accompanied by their parents or an adult designated by their parents. Students *must* inform the office when leaving and upon returning to campus. (See *Closed Campus policy*)

Emergencies: Parents are required to contact the school whenever circumstances prevent their student from attending classes. Absences caused by emergencies that genuinely pose serious threats to life or property, can be excused by the principal under Oregon law.

Pre-Arranged Absences: Permission for anticipated absences must be obtained from the principal at least two days prior to the absence. The procedures are as follows:

- 1.) The parent's written request must be delivered to the office.
- 2.) The student obtains a *Pre-Arranged Absence Form* and requests each teacher to provide assignments and comments.
- 3.) The student obtains the signature of a parent on the form and returns it to the office.
- 4.) If the request is approved, the principal or assistant principal will sign it. A copy will be provided to the student. The office will retain the original form for the attendance records.

Parents should request such absences only in extraordinary circumstances and never in the first or last week of a school term.

Upon returning to school, the student is responsible for submitting all assignments and completing examinations according to the teacher's classroom policies.

Truancy: Any absence not excused by the principal is subject to disciplinary or punitive actions as prescribed by district policy and state truancy law. Initial violations will result in lunchtime detention, campus work projects, loss of co-curricular privileges and parental conferences. Repeated violations may result in alternative education placement or referral to the county attendance officer. State law also permits the suspension of the driving license of students with repeated attendance violations.

Athletic Participation Rules

Eligibility Requirements

An eligible student is one who is enrolled in school, attending regularly and passing in subjects equivalent to at least five credits of work (one credit equals one-half unit toward graduation requirements), and who during the immediate preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least five credits of work. For purposes of athletic eligibility, a unit of credit shall be as defined in the State Board of Education's minimum requirements for high school graduation.

In addition to the credit requirement, to be scholastically eligible, a student must be making satisfactory progress towards graduation.

Students *must* attend all of their classes on the day of an event, or on the previous school day if the event is on a holiday or weekend. Students who fail to meet this requirement are ineligible to participate in practices or competition.

Available Sports

The athletic program for the high school presently includes soccer, cross country, volleyball and football in the fall; basketball and wrestling in the winter; softball, baseball, track and golf in the spring. The athletic director, the principal, the superintendent of schools and the school board annually determine which sports will be included in the program.

Training Rules

Any athlete who participates in sports shall totally abstain from:

- a. The use or possession of any type of tobacco, chewing or smoking.
- b. The use or possession of alcohol.
- c. The use, possession or selling of any illegal drugs or paraphernalia.

The prohibition on tobacco, alcohol, and illegal drugs applies to all student athletes, on and off campus, throughout the entire calendar year.

All other training rules such as those involving misconduct on the fields, courts, or in the dressing rooms, use of profane language, missing practice, or other types of behavior involving conduct during the season, will be set and enforced by the coach in charge of that team. It is the responsibility of the head coach of each sport to assure that J.V. teams abide by the same rules. In the event of any disagreement among the coaches in a sport, the head coach's decision is final.

Reporting Violations

The use or possession of drugs, tobacco or alcoholic beverages by any student athlete must be reported to the principal, assistant principal or athletic director who will initiate appropriate action.

Determination of Violations

The determination of whether a prohibited substance violation has occurred will be made by the principal (or the designee of the principal) and the head coach.

Consequences for Violations

Consequences for substance violations will be determined by a compliance committee consisting of the team member's head coach, the Athletic Director, the Principal or the Assistant Principal. The committee will be guided (but not bound) by the disciplinary actions listed below:

- 16 hours of school and community service.
- Non-participation in a determined number of contests.
- Non-participation in practices for a determined period of time.
- Formal apology to the team.
- Mandatory evaluation, participation or counseling in an approved substance abuse program.
- Prohibition from attending the school's social functions or co-curricular events for a determined period of time.
- Dismissal from the team.

A second violation in the same academic year will result in immediate dismissal from the team and athletic ineligibility for the remainder of the year.

Appeals

Students who wish to appeal the decision of the Compliance Committee must submit a written request for a hearing to the Superintendent of Schools within three school days.

Requests for Assistance

Student-athletes will not be disciplined for requesting substance abuse assistance if such requests are made prior to the administration's knowledge of substance violations. In these cases the student will be directed to an appropriate treatment program and required to abide by all team training rules.

Athletic Training Rules Note

Athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a training rule violation is also a violation of the Student Code of Conduct, the consequences specified by the district may apply in addition to any consequences specified by the team.

The *Athletic Training Rules* do not replace any student rights or responsibilities set forth in the general provisions of this handbook or in the policies of the Pleasant Hill School District.

Transportation of Team Members to Off-Campus Activities

Students on athletic teams or formally participating in off-campus events must be transported to and from the activity in authorized vehicles. These include district buses, charter buses, and vehicles driven by staff members or members of the coaching staff.

With the approval of the principal, the athletic director and the coach, exceptions may be made at the request of the student's parents. *In all cases, the driver must be at least 21 years of age and have the expressed consent of the student's parents and the principal or athletic director.* These requirements apply to transportation to **and** from all events. All drivers are required to complete a liability waiver form and to provide proof of insurance.