

Mitchell School Student/Parent Handbook

Mission Statement

The mission of the Mitchell School District is to empower students as effective problem solvers, lifelong learners and productive members in a global society.

District Purpose and Intent

This school system exists to provide an appropriate education for the children of Mitchell. Education is a function of the state. Within the framework of the state and federal constitutions, our local Board of Directors has authority for the governance of the district and the responsibility to determine and provide educational programs for school-age children residing within district boundaries. These educational programs are designed to provide an opportunity to acquire a body of knowledge in:

1. Social Studies
2. Literature and Fine Arts
3. Mathematics
4. Science
5. Language Arts
6. Health/PE
7. Career Education/Life Skills
8. Technology

The district has established content and learning standards in these eight disciplines. These standards can be found in the policy handbook and may be posted in classrooms and other prominent locations throughout the district. In addition, each teacher in grades 9 through 12 has prepared for public review a statement describing the course or courses they teach and an outline of the course identifying course objectives and the instructional calendar. This information is designed to help the teacher and for the student and parent to understand the schedule of instructional topics. These materials directly relate to the statement about grading as identified in this handbook and as distributed by each teacher.

Mitchell School #55 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 VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Mitchell School office for additional information and/or compliance issues:
Vince Swagerty, Compliance Officer

SCHOOL STAFF

Vince Swagerty Valerie Swagerty	Superintendent/Principal Executive Assistant and Confidential Secretary to the Board of Directors
Sandra Davis Bonnie Tolton	Kindergarten-2 Teacher Grades 3-5 Teacher and English Language Development Teacher
Irene Busmalis Tom Kirk Kerrie Latshaw Jim Latshaw Kim Williams	Mathematics Teacher Middle School and Physical Education Teacher Language Arts and Social Studies Teacher Science and CTE Teacher Special Education Teacher
Connie Boehlke Debie Boyd Leslie Coppini Kristi Dennis Laci Domenighini Tamie Hughes Lisa Jones Sona Morris	Food Service Instructional Assistant Maintenance Director Associate Librarian Instructional Assistant Bus Driver Instructional Assistant Custodian

BOARD OF DIRECTORS

Ross Ryno, chair
Miesha Bennett, vice chair
Maxine Davis
Peggy Lindquist
Adam Temple

SCHOOL DAY SCHEDULE

School Day (Monday through Thursday)

Breakfast served 7:30 – 7:55

Grades K - 2 8:00 – 3:00

Grades 3- 12 8:00 – 3:45

Athletic practice schedules are set by the individual coaches.

Elementary Schedule

8:00 – 9:40	Core Instruction
9:40 – 9:55	Recess
10:00 – 11:30	Core Instruction
11:30 – 12:10	Lunch/Recess
12:15 – 1:45	Core Instruction
1:45 – 2:00	Recess
2:05 – 3:40	Core Instruction
3:00	K-2 Dismissed
3:45	3-5 Dismissed

Middle/High School Bell Schedule

First Period	8:00 – 8:57
Second Period	9:00 – 9:57
SSR/Homeroom	10:02 – 10:17
Third Period	10:20 – 11:17
Fourth Period	11:20 – 12:17
Lunch	12:17 – 12:47
Fifth Period	12:50 – 1:47
Sixth Period	1:50 – 2:47
Seventh Period	2:50 – 3:45

Half Day Bell Schedule

First Period	8:00 - 8:32
Second Period	8:35 - 9:07
Third Period	9:10 - 9:42
Fourth Period	9:45 - 10:17
Fifth Period	10:20 - 10:52
Sixth Period	10:55 - 11:27
Seventh Period	11:30 - 12:02
Lunch	12:05 - 12:30

ADMISSIONS

When seeking admission to the district for the first time, students must meet academic, age, immunization, and other eligibility prerequisites as set forth in state law and district policies. At registration, parents will be asked for proof of date of birth, up-to-date immunization records, and proof of current address. Parents will also be asked to complete various registration forms, including permission for us to request previous school records. The school secretary or superintendent/principal will help students with the paperwork.

Age Requirement

The district will admit students between the ages of 5 and 19 (21 for special education students). If a child is a first-time student entering kindergarten or first grade, he/she must be age five or six, respectively, on or before September 1.

Denial of Admission

The district will deny regular school admission to any student who has been expelled from another school district for an offense that constitutes a violation of the federal Gun-Free Schools Act of 1994, regardless of his/her resident status. The district may deny regular school admission to any student who has been expelled from another school district for any reason, also regardless of his/her resident status. Alternative educational services will be provided as appropriate for residents.

Grade Placement

The district will usually place transfer students at the same grade level with proof of previous enrollment. Those starting new in the fall will usually be placed at the next grade level, with proof of successful completion of the previous year's work. However, final grade placement will be determined jointly by the school and the parents.

Beginning with the ninth grade, students are classified according to the number of credits earned toward graduation. Freshman status: students who have been promoted from the eighth grade or those with less than 5 credits; Sophomore status: students who have earned at least 5 credits; Junior status: students who have earned at least 12 credits; and Senior status: students who have earned at least 19 credits.

Immunizations

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

Residency

Generally, residency within the Mitchell School District is an admission requirement. A nonresident student may be admitted with written permission from the superintendent/principal. A student who meets other enrollment criteria will not be excluded from school attendance solely because he/she is not under the supervision of a parent or does not have a fixed place of residence. A student in this situation needs to talk to the superintendent/principal for assistance.

Foreign Exchange Students

The district will accept foreign exchange students with J-1 visa status when they reside in the district and are sponsored by an exchange program officially recognized by the board. In accordance with federal law, students on F-1 visa status will be charged tuition costs. Students are subject to applicable state and local laws and regulations.

Withdraw from School

If it becomes necessary for a student to withdraw from school, the parent must notify the school. The student will be given a withdrawal form, which must be completed before the withdrawal is official. School personnel will help, but an "official withdrawal" is the student's responsibility in order to protect his/her earned credits and to ensure entry into his/her next school in good standing.

ATTENDANCE

Attendance, Absences, Excuses and Tardies

It is recognized that there is a direct correlation between regular attendance and academic success in school. Attendance is not optional; it is required by state law. All students are expected to attend school regularly and be on time for classes.

Absences are classified as excused or unexcused. An excused absence is defined as the following:

1. Medical, dental, or optical appointments. (*If at all possible, please schedule appointments for Fridays.*)
2. Illness of the student
3. Official school trips or school-sanctioned activities
4. Approved religious holidays and mandated court appearances.
5. Reasons approved by the superintendent prior to the absence upon showing good cause.
6. Death in the family, or some other significant family emergency outside the control of the student or the student's family.

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. Failure to send a student to school is a class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925.

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age.

A student shall be considered to have withdrawn from school if the student has: More than 10 consecutive school days of unexcused absences; or fifteen school days total of unexcused absences during a single semester. The student has a right to appeal the superintendent's or Board's decision through district suspension/expulsion due process procedures.

Excusing an Absence

Students need to bring a note from a parent or guardian regarding the reason for the absence to the office after an absence. The most desirable situation is when a parent calls the school early in the morning of the absence, and then no note is required.

A student may bring a note from his/her parent if he/she must leave school during the school day or have a parent call the office. If he/she becomes

ill during school, with the teacher's permission, the student is to report to the office. Students must report to the office before going home ill.

Pre-Arranged Absences

- Bring a signed request for pre-arranged absences from your parent or guardian to the office. This should be done at least one week in advance except in case of an emergency.
- Pick up a pre-arranged absence form in school office
- Ask each of your teachers to fill in your assignments and sign the form
- Get the completed form signed by the superintendent. You are **NOT EXCUSED** until this step is complete.
- Do all of the work as assigned by your teachers. Students are allowed a total of three days of pre-arranged absences per year.

Make-up Assignments

After an excused absence, a student will receive full credit for work missed if made up and turned in on time. Specific assignments missed and/or complete additional in-depth study assigned by the teacher to meet subject or course requirements. Students are allowed **one day** makeup time for each day they were ill. Remember this is only for work that has been assigned the day(s) the student was absent. Assignments that were given prior to the absence(s) will be due upon returning to school. Credit will be given for late assignments at teacher discretion.

For pre-planned or long-term absences parents should contact the office to arrange for the collection of homework assignments. Absences for athletic trips and long-term absences are to be pre-arranged and then assignments are to be turned in upon return to school. Pre-arranged absences will require work due upon returning to school unless special arrangements with the teachers are made. Students are responsible for getting their make-up work from the teacher. It is always best to check with a teacher when it will cause the least disruption in the class.

Absences from school the day of an event or activity unless otherwise authorized in advance by the superintendent/principal shall cause the student to be ineligible to participate. Friday is considered an extension of the week. For example, if a student has an unexcused absence from school on Thursday, he/she should not expect to participate in a Friday activity. Students participating in such events/activities are required to attend school on time the day following the event/activity if it is a school day.

Tardies

The district provides transportation to and from school for all students and expects students to arrive on time. Students are expected to be to school on time and in class ready to work before the final bell rings. Disrupting teachers and students when entering late is not acceptable. Teachers will deal with tardies

as they would any disruption. If tardies continue to be a problem for an individual the office and teacher will implement other options that may include detention or in-school suspension.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Emergency Medical Treatment

If a student becomes ill or is injured at school, he/she should notify a teacher or the office as soon as possible. In the case of a serious illness or injury, the school will attempt to notify the parents according to information provided on the emergency card filled out during registration. Parents are encouraged to update this information as often as necessary.

If a student is too ill to remain at school, he/she will be released to his/her parents or to another person as directed by the parents on the emergency card. Parents must identify a responsible party to care for the student in the absence of a parent. School staff may administer emergency or minor first aid if needed. The school will contact emergency medical personnel, if necessary, and will attempt to notify parents if a student is being transported for treatment.

Communicable Diseases

If a student is diagnosed with a communicable or contagious disease, parents need to telephone the school office so other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, encopresis, and enuresis. Parents with questions should contact the school office.

Early Release Time from School

Students may be released from part of the school day according to the following criteria:

1. Must be approved by superintendent/principal;
2. Students must be 18 and/or a senior;
3. Students must have a job that requires early release; and
4. Students on early release must leave campus and not return or their early release will be revoked.
5. Fifth year students need to take only the courses required for graduation.

STUDENT SERVICES

All students in grades 7 - 12 must purchase a student body card to be a participating member of the student body. This includes the right to vote, hold an office, participation in sports and other student sponsored activities.

Materials which are part of the basic educational program are provided without charge. Students are expected to provide their own supply of pencils, paper, erasers and notebooks and may be required to pay fees and/or deposits, such as: club dues; security deposits; materials in excess of minimum course requirements for a class project they will keep; personal physical education and athletic equipment/apparel; voluntary purchases of photos, publications, class rings, graduation announcements; Student accident insurance; uniform maintenance; fees for damage to, or loss of, textbooks, library books, and other school-owned equipment.

Student Fees

- ASB - \$10.00 for grades 6-8 and \$15.00 for grades 9-12
- Home Game admission – HS student without Student Body Card \$3.00
- Home Game admission - Grade School / MS students \$2.00
- Yearbook (optional) \$30.00
- After Game Dances (admission can vary) \$3.00
- School Pictures (Range \$10.00 to \$50.00)
- Textbook Damage Fee (Replacement or cost for specific damage)

Student Health Insurance

The district subscribes to a voluntary student health insurance plan. Details of the current plan are provided at registration. Although this program is voluntary, we encourage those who do not have their own health insurance coverage to seriously consider subscribing. All students who participate in interscholastic athletics are required to have adequate health insurance coverage.

School-Based Health Center

It is the policy of the Asher Community Health Center to charge for all medical and dental visits except for free sports physicals and immunizations provided by Vaccines for Children. Fees are set by the Asher Community Health Clinic Board to be close to the cost of actually provided care in the region. A federal subsidy is available to patients of low income. Federal regulations prohibit giving this subsidy to patients who do not submit proof of income. Students shall not be denied access to services based on insurance status or ability to pay.

Physical Examinations

All students must have a physical examination performed by a physician prior to participation in practice, camps and competition in athletics and shall

additionally have a physical examination once every year and after either a significant illness or a major surgery prior to further participation. The physical examination must be on an OSAA physical form and is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

Food Services

The district participates in the National School Lunch and School Breakfast Programs and offers free and reduced-price meals based on a student's financial need. Applications for these programs are made available to every parent during registration or can be obtained from any school office anytime during the school year. Cost of meals is set annually by the Board.

Breakfast: K – 12 \$1.00
Lunch: K – 5 \$2.50; 6 – 12 \$3.00
Ala Carte Milk \$.50

Reduced prices for those who qualify:

K-12 Breakfast – Free
K-12 Lunch \$0 .40

Meals are expected to be paid in advance; however, a charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than eight meals (including breakfast and lunch). Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. Students or parents of students may prepay meal costs. Ala carte items must be paid in advance and may not be charged.

Student School Supplies

Grades 6-12 - spiral notebooks, three ring notebooks with paper; graph paper; flash drive; pens and pencils; colored pencils; highlighters (3 colors); calculator (depends on math level); ruler; compass; protractor.

Grades K-5 – pens and pencils; colored pencils; markers; hand sanitizer; healthy snack to share with the class (coordinated by the teacher.)

Transportation

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. School transportation services are provided to K-12 students to and from school and for transporting students to and from curricular and extracurricular activities.

School bus schedules, routing, stops, walking distance, and all other matters pertaining to the operation of the transportation service is the direct responsibility of the superintendent/principal.

For the safety and well being of all, conduct on school buses is expected to be of the same standard as in the classroom with additional rules particular to bus travel. While riding a school bus students will:

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

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity.

Students who fail to comply with this code of conduct will receive written citations and be disciplined up to and including the possible loss of riding privileges.

- First Citation – Warning: The driver verbally restates behavior expectations and issues a warning citation.
- Second Citation: The student is suspended from the bus up to five days and a conference, arranged by the superintendent/principal, is held with the student, the parent, and the bus driver.
- Third Citation: The student is suspended from the bus up to ten school days suspension. Further violations of bus regulations will be considered a severe violation.
- Severe Violation: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to one year expulsion. There will be a hearing at this time involving the student, the bus driver, the parent and the superintendent/principal.
- In all instances, the appeal process may be used if the student and/or parent desires.

Suspension and expulsion from the bus means *all* buses in the district. Citations will be signed by a parent and returned to the driver before riding privileges are restored.

Disciplinary sanctions and changes in transportation for students with an Individual Education Plan Disciplinary sanctions and changes in transportation for students with an Individual Education Plan (IEP) will be conducted in accordance with applicable law.

Emergency School Closure

In emergencies, the superintendent/principal may alter district and transportation schedules. Such alterations may include closure of school, delayed openings, and early dismissal of students. Once at school, students will usually be kept here rather than being sent home without first contacting a parent or parent identified responsible person. The decision is made on the basis of our concern for the safety of children and while conditions may look good in one location, there may be treacherous in other areas of our district. No student will be released to another party without written permission or designated on emergency card. Please remember to update this information if the situation changes.

CURRICULUM AND INSTRUCTION

Graduation Requirements

To graduate from Mitchell High School students must meet the following criteria:

- Attendance in high school for eight full semesters, unless meeting early graduation requirements.
- Enrollment in school throughout the regular school day.
- Satisfactory completion of the following courses and credits. A "credit" equals successful completion of a two-semester course meeting one period a school day.

Oregon and Mitchell School District Requirements

English/Language Arts	4
Mathematics	3
Science	3
Social Studies	3**
Arts or Foreign Language or Career/Technical Education	3
Physical Education	1
Health Education	1

**For a Mitchell diploma at least one-half of credit (0.5) must be earned in each of the following areas: Geography, United States History, Government and Economics.

Students must also:

- Meet state benchmark standards in reading, writing and mathematics as demonstrated on the OAKS or Smarter Balanced Assessment or work samples.
- Develop an education plan and build an education profile.
- Demonstrate extended application through a collection of evidence determined locally.
- Demonstrate career-related knowledge and skills: personal management, teamwork, communication, problem solving, employment foundations and career development.
- Participate in career related learning experiences as outlined in the education plan, culminating in a senior project presentation.

Academic Tutoring

Academic tutoring is available to all students. We encourage students to take responsibility for their own learning. Staff members are available to assist students. Tutoring is available before and after school by teacher arrangement and when announced by Community School.

Class Changes

High school students who wish to change classes must do so within seven school days at the start of a semester. They must have the signatures from the parent, teacher whose class they are in, the teacher of the class they wish to take and the superintendent/principal before changing classes. A change of class form is available in the school office.

Homework

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 complimentary to the classroom process. Even though it may be difficult, juggling an active social life with homework is possible. Planning, utilizing the tutoring program, or coming in early are all possibilities that will help students to succeed academically. Students who need help with scheduling their homework load should see the superintendent or a teacher.

Report Cards/Progress Reports

Written reports of student grades and absences shall be issued to parents at the end of each grading period. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Parents will be notified of student progress toward state grade level benchmarks. At the end of the first five weeks of a reporting period, the district will report the student's progress to the student and parent. If a student receives a nine-week report of less than average in any class or subject, the parent will be contacted by the teacher with the possibility of scheduling a parent/teacher conference. Fall parent-teacher-student conferences are scheduled in early October and spring conference will be held in April.

Students with Disabilities

The district provides special programs and services for students with disabilities. The district also provides support services for all students with Title I funding. Parents are encouraged to become involved in the organization, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of the school's participation in and requirements of Title I.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law.
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

GENERAL INFORMATION

Closed Campus

Students may not leave school grounds from the time of their arrival until classes are dismissed at the end of the school day. Permission to leave campus for lunch is a privilege for juniors or seniors only. Permission must be requested with a written note from the parent or guardian and approved by the superintendent or his designee. Any abuse of this privilege, including late return to campus, will result in immediate loss of the privilege.

Computer Use

In making decisions regarding student access to the internet, the district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing district provided internet access must first have the permission of and must be supervised by staff. Students utilizing school-provided internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the district. Access is a **privilege**, not a right. Access entails responsibility. Electronic messages and files stored on school based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following users of school provided internet access are **not** permitted:

- To access uploads, download, or distribute pornographic, obscene, or sexually explicit material;
- To transmit obscene, abusive, sexually explicit, or threatening language;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's materials, information, or files without permission; and,
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Dress Code

The learning environment is vital to a positive experience in school. We strive to create an environment where all children are safe from harassment, bullying, distraction, and physical aggression. We expect students to take their education seriously and how we dress does affect our behavior and how others view us.

- Shorts and dresses are to extend as far as the fingertips when arms are held to their sides.
- All skin in midriff area is covered when arms extended horizontally.
- No spaghetti straps (straps on tank tops should be 2 fingers wide.)
- No visible underclothes.
- No low-cut tops (breast area fully covered.)
- Pants must be worn at the waist and not be sagging.
- No clothing depicting or referring to drugs, alcohol, tobacco, inappropriate language or violence.
- Open toed shoes or sandals are discouraged. Our concern is with safety when the students are active at recess and when moving about the school. Physical activities may be limited due to this type of footwear.
- Students may wear hats. Sunglasses are not permitted in the school building. Sweatshirt hoods may not be pulled over heads while at school.

We will do one of two things if a student is not meeting the dress code. We will either have him/her make an adjustment so the concern no longer exists, or call home for appropriate clothing. Your attention to your child's dress will also help us focus even further on the most important part of school, student learning.

Field Trips

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. While on a field trip, students are considered "in school." This means students are subject to the school's student conduct rules, applicable board policies and such other rules deemed appropriate by the field-trip supervisor. All off campus field trips and student travel except scheduled athletic events require completion of the parent permission form for the specific trip.

Hall Pass

Anytime a student is out of the classroom, he/she must carry a hall pass signifying permission to be out of class, signed by the staff member with the time and destination.

Library

The library has materials for schoolwork. Recreational reading materials and computers are available for student use. Students are responsible for the cost of any items lost or damaged. No food or drinks are permitted in the library.

Lockers

Lockers are assigned to students in grades 6-12 as a convenience, but they remain under the jurisdiction of the district. Only school-provided combination locks may be used to secure the locker. The district reserves the right to inspect all lockers. A search of a student's locker may be conducted at any time, whether or not the student is present. When a student is not immediately present his/her locker is to be closed. The district is not responsible for items stolen from students' lockers. Large amounts of money or items of high value should never be stored in a locker. Combo locks are provided at no cost to the student.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

Medications at School

Students who need to take prescription medication during the school day must store the medication in the office. A written request form signed by the student's legal guardian must always accompany the medication. For prescriptions, the request must include the physician's written instructions, name of medication, dosage, time interval, and method of administration. The medication must be in its original container and the container label must clearly show the student's name, physician's name, and instructions. Over the counter medicines will be administered when the original container with instructions is included and/or as listed on the medical protocol signed by the parent/guardian.

Personal Communication Devices/Cell Phones

Students who possess a personal communication device are prohibited from having the device on or in the classroom at any time unless there is teacher approval. Students may use a personal communication device outside the school building before and after school and during lunch. Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established will be subject to disciplinary action. The device will be confiscated and will be released to the student's parents.

Supervision of Students

All students are to be under assigned adult supervision at all times. This includes while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. No staff member will leave his/her assigned students unsupervised except when an arrangement has been made to take care of an emergency.

School Photos and Student Body Cards

School photos are for school records, the yearbook, and student body cards. Purchase is not required, but all students will go through the process for school records. The community is invited to join this activity if they wish. Every effort is made to achieve the best quality at a reasonable cost.

Telephone Use

Students should not expect to use the office phone on a regular basis. It is for emergency use or very special circumstances only. Ask for permission to use the student phone in front of the office. Make sure students know what they are to do after school if there is anything out of the normal routine. Telephones are also available in each classroom and may be used in emergencies with teacher permission.

Vehicles on Campus

All students driving to school must have their license and proof of insurance registered in the office. No riding in or on vehicles will be permitted during school hours unless permission is given by the superintendent/principal. School parking is provided and students will park in the designated area. No vehicles will be driven on the football field or track except when necessary. Vehicles parked on district property are under the jurisdiction of the district and it is a privilege and not a right to park on school property. As a condition of parking on district property, the administration may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Privileges may be revoked for violations of rules.

Video Surveillance

The Board authorizes 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 may be used in locations as deemed appropriate by the superintendent.

Visitors

Parents and others are encouraged to visit schools. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property and receive a visitors pass.

Students who wish to bring a student visitor to school must get prior approval from the superintendent. After approval, the student will give written notification of approval to the bus driver if students will be riding the bus to or from school.

Persons found on school property without prior approval will be asked to leave. Noncompliance with such a request may result in law enforcement being called and the person(s) may be charged with criminal trespass.

STUDENT ACTIVITIES

Activities and Athletics

We believe the following four statements are true.

- Activities support the academic mission of schools. Students who participate in activities do better in all other aspects of school.
- Activities are inherently educational. Activities provide experiences that are educationally sound and can be learned best on the playing field and in student-run organizations.
- Activities foster success in later life. Participation in school activities has been found to be a predictor of later success---in college, in a career, and in becoming a contributing member of society.
- Activities promote individual leadership. Students have an opportunity to represent their school and themselves in positive ways.

Accordingly, students are encouraged to take part in extracurricular activities and the many worthwhile learning experiences available through involvement in student government, clubs, organizations, athletics, music, and other activities. Contact the school office for further information. Get involved and stay involved.

If a student is going to participate in sports, he/she must have a yearly physical examination (on an OSAA physical form) to participate in any sports event. Students must have a current physical before they participate in any sports event, including camps, conditioning and practices, affiliated with or sponsored by the district. Physicals are valid for two years.

Students who plan to participate in interscholastic athletics will be required to purchase appropriate health care coverage under the district-sponsored health insurance plan or show proof of adequate coverage from some other source. The school office and the superintendent will help students with all the paperwork needed to go out for a sport or join an activity.

In order to participate in high school extracurricular activities, students must meet the academic eligibility requirements of both the high school and the Oregon School Activities Association (OSAA). To participate in extracurricular activities students must:

- Pass five of seven classes at the end of a grading period.
- Teachers will report to the parent, student, and office if a student is in danger of failing. Students receiving failing grades or dropping their GPA below 2.0 between nine-week grading periods, may be temporarily suspended from activities and participation until the grade is improved.
- Students who are suspended or sanctioned for not following rules may be benched during games or activities, or denied attendance.

Student organizations and athletic teams may establish rules of conduct and consequences for violating these rules which 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 may apply, in addition to any consequences specified by the organization.

The district has an Athletic/Activities Code of Conduct which students and their parents are required to read and sign to participate in a sport or activity. Students are expected to be familiar with and held accountable under this Code.

Eligibility for Extracurricular Activities

1. Any student in grades 6-12 earning a letter grade of D or F in any class will be placed on academic probation. The student will then have two (2) weeks to improve the grade. Failure to raise the grade up to a C or higher at the end of the two (2) weeks will result in the student being ineligible for athletic participation beginning the following day. The ineligibility will last for a minimum of one week (Tuesday through the following Monday) at which time the grade must be a C or better to become eligible. The progress reports carry over from one term to the next, one semester to the next. Students who are not athletes in season may lose privilege to participate in any schedule extra-curricular activity during the time of academic probation.
2. Progress reports for any student earning a D or F will be mailed to the parents every Monday or the first day of the week if there is no school on Monday. This report will include the name of the class, reasons for the failing grade, and suggested solutions for improving the grade.
3. Parents may check grade process at any time by accessing the ParentVue portal on the school's webpage.
4. Students must be in attendance for the full day of the activity. This includes practices. Exceptions are: An accepted prearranged absence or excused absence, or a written note from parent for student absent on Thursday stating he or she is well enough to participate on the weekend. This note must be provided in advance of that activity.

Awards

Attendance: Students who have perfect attendance during a nine-week grading periods will receive a certificate of merit. Students who miss less than five days in the entire school year will receive an outstanding attendance certificate.

Academics: Students who earn at least a 3.0 grade point average at the conclusion of the nine-week grading period will be named to the school honor roll. Students who earn at least a 3.75 or higher GPA will be named to the grand honor roll.

Citizenship and Merit: A student will receive special recognition by the Board of Directors during its monthly meetings in September through May. Students will be selected by the staff.

Other Awards: The Positive Behavior and Instructional Support Committee will award students and staff with special programs and activities throughout the school year.

Student Organizations

Students are welcome to organize into clubs along lines of common interest or common purpose. These organizations must abide by state and federal law and the policies, rules, and guidelines of the district. All funds collected or spent by a school club must be audited annually along with other school accounts. Every club or organization must have a staff advisor and should have a set of bylaws. Under the Federal Equal Access Act, the district permits non-curricular-related, student-led groups access for meetings on school premises.

Fundraising

Student organizations, clubs, classes, athletic teams, outside organizations, or parent groups may conduct fund-raising drives on behalf of a school or school program with prior approval of the superintendent.

All funds raised or collected will be receipted, deposited, and accounted for under Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the program for which it was collected. The superintendent is responsible for administering student activity funds. The treasurer of each class or student group serves as the student representative in administration of student activity funds. No student or staff member is authorized to retain collected monies. All funds collected should be immediately submitted to the school secretary and be receipted. Failure to follow this procedure is grounds for discipline action. These funds are audited annually in conjunction with the district's audit.

Graduation

The high school graduation ceremony commemorates the completion of formal education. High school graduation is an important event in a student's life. Students are encouraged to stay current in class work to graduate on time. Students who do not meet all the requirements to receive one of the listed certificates shall not participate in the graduation ceremony.

Students who walk during the graduation ceremony have earned one of three certificates commensurate with their academic accomplishments. A high school diploma signifies the completion of all graduation requirements and is fully qualified for high school graduation. A modified high school diploma denotes a student's completion of a special set of considerations based on an Individual

Education Plan (IEP.) An honorary certificate is awarded to foreign exchange students as recognition to their attendance at Mitchell School during the annual awards program, not at graduation.

Student Council

- The Student Council is composed of all regular student body officers and one representative from each of the four classes. The advisor to the student council must be a faculty member.
- The Student Council shall have the authority to transact any and all student body business that is not prohibited.
- The Student Council shall have the power to enforce its acts subject to the approval of the student body.

Qualifications and Duties of Student Council and Class Officers

All officers must maintain a 3.0 or above GPA. The president shall be chosen from the incoming junior or senior class, and shall be enrolled in Mitchell High School for at least one semester previous to holding office. He or she shall preside at all meetings of the student body and student council. The president may appoint committees, which need to have at least two members. The vice president shall be an incoming junior or senior. Other qualifications are the same as for the president. The vice president shall be an official who presides in the absence of the president. The secretary-treasurer shall be an incoming sophomore, junior or senior. Duties include keeping an accurate record of all proceedings of the student body meetings and keeping all financial records for student body funds. The minutes and treasurer's report shall be read at each meeting and approved.

Student Body Elections

- Qualified students will submit their intention to run for office by notifying the student body advisor. The candidate may give a speech for his/her candidate at a general student body assembly.
- A ballot-type vote will be taken with all members of the student body eligible to vote.
- A teacher and one student will be appointed by the president to count the ballots.

Class Officers

- Each class shall have a representative to the Student Council.
- The class advisor must give permission before a meeting is to be held.
- The class advisor must be present at all meetings.

STUDENT CODE OF CONDUCT GUIDELINES

The district believes that most students come to school ready and willing to learn. When students are cooperative and follow the acceptable behavior guidelines they will be positively acknowledged. We want to reward positive behavior. Our emphasis is on nurturing and expecting safe, responsible and respectful students. Students who are ready to learn and who don't interfere with the learning of others are the students who don't have to worry about the consequences of their poor judgment. These are the students who can have fun, participate in all the extracurricular activities and who are proud to have representing our school.

Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. The Student Code of Conduct is in effect at all school-sponsored happenings to and from school, at school, in the classroom and at on and off campus activities.

Searches and Questioning

District staff may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. A general search of district facilities and properties includes, but is not limited to, lockers or desks, and personal vehicles on the school grounds, may occur at any time. Illegal items (weapons, tobacco, alcohol and unlawful drugs) or other possessions determined to be a threat to safety or security of others, or in violation of policy or law, will be seized. Items, which may be used to disrupt or interfere with the educational process, will be removed from a student's possession and/or forfeited in accordance with law or policy. Affected students will be notified that searches of district property have occurred and will be notified of any items seized.

Disciplinary Procedures Prescribed by Federal/State Law

Weapons and Firearms

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to or on school property or at an activity under jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education. The appropriate law enforcement agency must be notified any time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing,

concealing or using dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by the expulsion requirements for a student on a case-by-case basis. The district may also request suspension of a student's driving privileges of the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Additionally, in accordance with the Federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" is defined by federal law means in or on school grounds or within 1,000 feet of school grounds.

Zero Tolerance Tobacco/Drug/Alcohol Policy

The district will not tolerate possession, selling, use or influence of tobacco, alcohol and other illegal and harmful drugs or substances on or about the school premises or at any school sponsored activity.

Tobacco and Unlawful Substances

In accordance with Oregon statute, any person under the age of 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold tobacco in any form or a tobacco burning device to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the superintendent, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for or as part of student discipline.

Violation of this policy by non-students may result in the person's removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1000 feet of district property is a Class A Felony. Punishment is a maximum of 20 years imprisonment, \$100,000 fine, or both.

Loss of Driving Privileges for Specific Offenses

In accordance with Oregon Statute, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year of any student who has been expelled for bringing a weapon to school, or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use, threats, intimidation, harassment or coercion against a district employee or another student. A second such request

for subsequent violation may result in suspension of driving privileges or the right to apply of driving privileges until the student is age 21. A meeting with the parent will be held prior to submitting a request to the Oregon Department of Transportation. A student may appeal district decisions regarding loss of driving privileges under established due process procedures for suspensions and expulsions.

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 ten 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.

School Consequences

It is the intent to allow each teacher, as well as the principal, a certain degree of flexibility in the handling of most misbehavior. There are often circumstances where students must be handled differently; therefore, the possible corrective action taken would depend on the following criteria:

- the intent of the act;
- the number of times the violations or similar violations have previously occurred;
- prior corrective action which would include alternative steps to alleviate the problem; and
- prior parent involvement.

Mitchell School Expectations

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> * Walk facing forward * Keep hands, feet and objects to self * Be aware of surroundings 	<ul style="list-style-type: none"> * Use kind words and actions * Clean up after yourself * Follow adult directions * Remove sunglasses in classes 	<ul style="list-style-type: none"> * Follow school expectations * Take proper care of all belongings and school equipment * Be honest
Cafeteria	<ul style="list-style-type: none"> * Keep all food to self and appropriate containers * Follow lunch procedure patiently 	<ul style="list-style-type: none"> * Follow lunch procedure patiently * Keep area clean and neat 	<ul style="list-style-type: none"> * Follow lunch procedure patiently * Keep area clean and neat
Playground/Recess	<ul style="list-style-type: none"> * Walk to and from the playground * Stay within boundaries * Be aware of activities/games around you * Play calmly 	<ul style="list-style-type: none"> * Play fairly * Include everyone * Follow adult directions 	<ul style="list-style-type: none"> * Use hall/bathroom pass for leaving the area * Return equipment to bin * Choose the library or outside
Hallways	<ul style="list-style-type: none"> * Stay to the right, single file * Allow others to pass * Walk using rules of road 	<ul style="list-style-type: none"> * Hold the door open for the person behind you * Use quiet and kind voices * Keep body to self 	<ul style="list-style-type: none"> * Follow expectations * Follow adult directions
Bathrooms/Locker Rooms	<ul style="list-style-type: none"> * Keep hands and feet to self * Wash hands * Put trash in garbage can 	<ul style="list-style-type: none"> * Give people privacy * Use quiet voices 	<ul style="list-style-type: none"> * Flush toilet after use * Return to room promptly * Bathroom pass required
Arrival and Dismissal Areas	<ul style="list-style-type: none"> * Obey speed limit when driving * Walk on sidewalks * Walk and watch for traffic * Wait calmly 	<ul style="list-style-type: none"> * Use kind words and helpful actions * Follow adult directions * Follow phone use guidelines 	<ul style="list-style-type: none"> * Be ready for bus departure * Park in designated areas
Library	<ul style="list-style-type: none"> * Keep chair legs on floor * Maintain calm bodies: hands, feet and objects to self 	<ul style="list-style-type: none"> * Use quiet voices * Leave food and drink outside of library 	<ul style="list-style-type: none"> * Return materials on time and to the proper area
Special events and Assemblies	<ul style="list-style-type: none"> * Carry chairs properly * Enter and exit quietly 	<ul style="list-style-type: none"> * Use proper audience manners * Sit on bench, chair or floor as directed * Respect personal space * Put personal devices away 	<ul style="list-style-type: none"> * Follow directions * Remind others to follow directions * Be on time
Gym Walk	<ul style="list-style-type: none"> * Stay with the group at all times * Walk with traffic 	<ul style="list-style-type: none"> * Respect other people's property * Maintain conversational voices 	<ul style="list-style-type: none"> * Arrive on time * Leave on time * Walk directly to and from gym
Bus	<ul style="list-style-type: none"> * Stay seated when bus is moving * Plastic bottles with screw on lids only * Follow evacuation routine 	<ul style="list-style-type: none"> * Use quiet voices * Be helpful to others and driver * Respect other people's property * Represent our school positively 	<ul style="list-style-type: none"> * Be on time * Follow bus rules (16 posted) * Throw away garbage in trash can
Computer Lab	<ul style="list-style-type: none"> * Use tables, chairs and desks appropriately * Only visit websites related to school activities 	<ul style="list-style-type: none"> * Clean up after yourself * Leave food and drink outside of computer lab * Use quiet voices 	<ul style="list-style-type: none"> * Logoff computer when finished * Leave computer settings as you find them
Office	<ul style="list-style-type: none"> * Sit only in chairs or stand * Keep hands, feet and objects to self * Lock paper cutter after use 	<ul style="list-style-type: none"> * Use quiet voices * Wait patiently for your turn 	<ul style="list-style-type: none"> * Come to the office with a purpose * Put supplies back in the correct place
Gym	<ul style="list-style-type: none"> * Follow adult directions * Wear appropriate clothes/shoes 	<ul style="list-style-type: none"> * Share equipment * Show good sportsmanship * Be a team player 	<ul style="list-style-type: none"> * Use equipment appropriately * Put equipment back in its place

Mitchell School Student Code of Conduct

Minor Problem Behavior	Definition
Defiance/Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell.
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words or physical actions in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Defiance/Disrespect/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.

Major Problem Behavior	Definition
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment/Bullying	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>
Inappropriate Display of Affection	Student engages in inappropriate, consensual, verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school-defined boundaries.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules, including plagiarism.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in intentional destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Truancy	Student receives an 'unexcused absence' for ½ day or more.

Major Problem Behavior	Definition
Technology Violation	Student engages in major inappropriate use of cell phone, pager, music/video players, camera, and/or computer.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	Student is in possession of or is using tobacco or tobacco-substitute products.
Use/Possession of Weapons	Student is in possession of knives, including pocketknives, or guns (real or look alike), or other objects readily capable of causing bodily harm.

Discipline Matrix

All consequences are general guidelines. Each incident will be considered upon the specific situation.

Behavior	1 st offense	2 nd offense	3 rd offense	Notification and Follow-up
Activity related to alcohol, illegal drugs or drug paraphernalia	3-10 days out of school suspension; possible expulsion	5-10 days out of school suspension; recommendation for expulsion		Wheeler County Sheriff; Drug and Alcohol Counselor
Arson/Possession of Weapons /Illegal drug sales	Suspension pending expulsion hearing			Wheeler County Sheriff
Assault to student or staff	1-5 days out of school suspension	6-10 days OSS; possible expulsion	Suspension pending expulsion hearing	Wheeler County Sheriff
Behavior determined to be harmful to self or others	1-5 days out of school suspension; Safety Assessment	3-7 days out of school suspension; Safety Assessment	5-10 days out of school suspension. Referral to WCMDT	Wheeler County Sheriff and Mental Health
Defiance, disrespect to school staff	1-3 detentions and/or in-school suspension	1-2 days in-school suspension	3-5 days out of school suspension	Parent Notification
Disruptive behavior – including dress, voice, actions, appearance or language	Verbal warning; possible detention	1-3 detentions	1-2 days in school suspension	Parent Notification
False fire alarm (federal offense)	5-10 days out of school suspension; possible recommendation for expulsion	Recommendation for expulsion		Wheeler County Sheriff
Fighting/Aggressive Behavior	1-3 days out of school suspension	3-5 days out of school suspension	5-10 days out of school suspension; possible recommendation for expulsion	Possibly Wheeler County Sheriff
Inappropriate Cell Phone/PCD Use	Warning and phone confiscation	Device given to principal and returned to parent	1-3 days detention	Parent Notification

Intimidation, harassment, bullying of other students (verbal, sexual, physical, racial)	1-3 days in or out of school suspension	3-5 days out of school suspension	5-10 days out of school suspension; possible recommendation for expulsion	Possibly Wheeler County Sheriff
Plagiarism/Cheating	No points on assignment	No points on assignment; 1-3 days in school suspension	1-3 days out of school suspension	Parent Notification
Possession of Potentially Harmful Device (pocket knife not brandished)	1-3 days out of school suspension	3-5 days out of school suspension	5-10 days out of school suspension; possible recommendation for expulsion	Parent Notification
Skipping class	2 detentions per class period missed	1-2 days in school suspension	3 days of in school suspension	Parent Notification
Truancy	Loss of credit for the day; 1 day in school suspension	Loss of credit for the day; 2 days in school suspension	Parent Conference required	Parent Notification
Excessive tardy (3 in a class or 6 overall in a quarter)	detention	2 detentions after next tardy	1-2 days in school suspension	Parent Notification
Theft/Burglary or Vandalism	3-5 days out of school suspension; restitution; possible recommendation for expulsion	6-10 days out of school suspension; restitution; recommendation for expulsion		Wheeler County Sheriff
Tobacco (paraphernalia) possession or use, including tobacco substitutes	1-3 days out of school suspension	3-5 days out of school suspension	5 days out of school suspension	Wheeler County Sheriff
Use of profane or obscene language	1-2 detentions	4 detentions	1-3 days in school suspension	Parent Notification
Violating closed campus or parking lot rules	1-2 detentions	1 day in school suspension	2-3 days in school suspension; possible out of school susp.	Parent Notification
Weapons possession at school of deadly or dangerous items (gun, knife, lookalikes)	Out of school suspension pending expulsion; Safety Assessment			Wheeler County Sheriff; Mental Health

PARENT INFORMATION

Involvement

Education succeeds best when there is a strong partnership between home and school. Since partnerships thrive on communication and cooperation, we ask parents to:

- Encourage your child to put a high priority on their education and to commit themselves to make the most of the educational opportunities provided.
- Keep informed and involved with district activities and issues. District newsletters, our school website, back-to-school nights, seasonal programs and parent/teacher conferences provide opportunities to learn more about the district and your child's progress.
- Become a district volunteer.
- Participate in district parent organizations, advisory committees, or school site councils.

Parental Rights

Parents of students 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 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 whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- 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 nonemergency, 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 school hours.

Parent/Citizen/Student Complaints

If a student/parent has a complaint concerning a classroom/teacher issue, he/she should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the superintendent can be requested within five days following the conference with the teacher. If that outcome is not satisfactory, the student/parent may request a hearing before the Board. Normally, this hearing will be at the next regular board meeting. Failing satisfaction at the board level, the student/parent may refer to the Oregon Department of Education or to the courts.

If the complaint concerns a school-wide or district matter, the student/parent may begin the process at the most appropriate level. Details of this complaint procedure are contained in district policy.

Complaints by students or parents about instructional or curriculum matters or materials should be directed to the superintendent. If the results of a meeting with the superintendent are not satisfactory, and the student/parent wishes to file a formal complaint, a "Request for Reconsideration of Instructional Materials" form should be filed with the superintendent. This form can be obtained at the school office.

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

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the governor (State School Superintendent.)

A complaint or concern regarding the identification, individual education plan, or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the school superintendent/principal. Detailed complaint procedures may be found in the district policies.

A complaint regarding harassment should be filed with the superintendent/principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status, or age.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring between anyone engaged in district business and a student or between students.

If a student believes he/she has been the victim of harassment, he/she should discuss it with a parent, school counselor, teacher, superintendent-principal, or other trusted adult. Because of the personal nature of such

complaints, the contacted adult should treat this information with great care. The complaint should be brought to the attention of the superintendent who will notify proper authorities. It is important to realize that, if the alleged harassment involves the possibility of child abuse, school employees are required, by law, to report to the State Office for Services to Children and Families or the sheriff.

A formal complaint may be filed using the district complaint procedure. The contacted adult should help in the completion of this filing. Changes in processing procedures may be made if an administrator is named in the complaint. In such instances the superintendent/principal or Board shall identify appropriate reviewers and procedures. School officials are required to investigate charges of harassment and render a written report of that investigation.

Freedom of Expression

Lawful freedom of expression, whether verbal or written, is constitutionally guaranteed under the first and fourteenth amendments of the U.S. Constitution. Students, as citizens, have the right of free expression, but each must bear the responsibility for the consequences of the abuse of this right. The use of obscenity, personal attacks, libel, slander, or threats of harm are violations of this right and are subjected to legal action or school discipline procedures, whichever is appropriate. Any publication sponsored or in any way funded by the school is to be known as a school publication as opposed to a student publication and shall be subject to school policies. Libelous, profane, or obscene matter is prohibited from all school publications. The duty of the school to maintain and protect freedom of expression must be balanced with the school's responsibility to educate all students.

Distribution of Materials

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under supervision of the teacher and superintendent. Students are required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Newspaper / Media Access

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

NOTICES AND REQUIREMENTS

Student Records

Upon entering high school, each student begins to accumulate an official record of grades and credits. A high school transcript is a permanent record of the student's achievement through the high school years. All courses taken, grades, attendance, transfer data, graduation and student directory information is included. It is important, therefore, that students and parents recognize the value of these records when the student transfers, graduates, or otherwise leaves the high school. Student records are kept in the school office and are open to review by student and parents by making an appointment with the superintendent. The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 and older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary language other than English. Education records are those records related to a student maintained by the district. A student's educational records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent of eligible student authorization or as otherwise provided by board policy and law.

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

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth
4. Name of parent/guardian
5. Date entry into school
6. Name of school previously attended
7. Course of study and marks received
8. Credits earned
9. Attendance
10. Date of withdrawal from school
11. Social Security number
12. Other information, i.e. psychological test information, anecdotal records, records of conversation, discipline records, IEP's etc.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access: Parents or eligible students should submit to the principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA: Parents or eligible students who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.:
The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Mitchell School District Technology Access
Student Acceptable Use Policy (AUP)

1. Internet access in the district supports and enhances learning and teaching.

Students with parent approval who have completed the following will be issued a school Internet account by:

- Attended AUP training at their school.
- Submitted a signed AUP agreement form.
- Submitted a signed parent permission form.

2. Safety on the Internet

- Keep personal contact information such as full name, home address, and phone number to yourself. School address or home email address may be used when it is necessary to receive school-related information.
- Tell a staff member about any images or words that are inappropriate.
- Do not click on pop-up ads or message windows.
- Do not give out personal information about someone else.

3. User Responsibilities

Mitchell School District facilities and equipment are to be used in a responsible, efficient, ethical and legal manner. Students should use the network for school-related purposes only. Acceptable uses of the network are activities that support learning. Students may not use the network to express personal opinions on any issue not related to learning or the school environment.

Students are expected to be good citizens of the network:

Be Responsible

- Log on to your own account before using the Internet.
- Quit any open applications when finished.
- Log off when finished.
- Click the Back button immediately if you accidentally access inappropriate material and
- Report the inadvertent contact immediately.

Be Ethical

- Keep passwords private.
- Respect the computer files of others.
- Avoid plagiarism.
- Report any security problems immediately.

Be Appropriate

- Make good web site choices. You control what you click on—not the filter.
- Take all reasonable precautions to protect access to your account.
- Follow the approved network access procedure.
- Use school guidelines for printing (i.e. preview first).

Be Legal

- Obey copyright guidelines.
- Follow all district policy, local, state, and federal law.

Unacceptable use of Technology:

- Viewing pornographic or adult sites.
- Viewing sites that promote violence or discrimination (i.e. hate group sites).
- Viewing sites that encourage the use of drugs, alcohol, or other controlled substances.
- Accessing sites that promote any illegal activity.
- Using the network for financial gain.
- No auctions (i.e. eBay)
- No gambling
- Typing or viewing offensive language.
- Accessing recreational sites.
- No games or game-related web sites
- No chat sites
- No "real time" sites (i.e. role playing)
- No personal interest sites without permission. Ask first.
- Hacking, disrupting, or altering the network.
- Changing of settings on school computers.
- Downloading without permission. Ask first.
- Only legal downloads (i.e. PDF files)
- Downloading of music or movies without permission.
- Only for assigned projects (i.e. PowerPoint slide shows)
- Printing excessively or irresponsibly.
- Emergency exceptions may be permitted. Ask first.
- Attempting to go to an inappropriate web site, whether it gets blocked or not.
- Failing to log off the network.
- Intentionally infecting the network with computer viruses.
- Accessing folders other than your own.
- Plagiarizing text, images, or sound files found on the Internet.
- Sending or sharing communications that express personal opinions on any issue not related to a school assignment or project.

Users should not expect that e-mail and files stored on district servers will be private. E-mails and files may be opened, monitored and reviewed at any time to ensure that students are using the system responsibly and in conformance with this policy. Remember that all electronic communications in a school are public domain and therefore could be accessed by anyone. Failure to follow this policy and its regulations could result in suspension or cancellation of user privileges, and could result in disciplinary action up to and including expulsion. District Due Process procedures will apply.

Mitchell School District Technology Access
Acceptable Use Policy
Student Agreement

STUDENT SECTION

Name (Please print.)

I have read and agree to follow the Mitchell School District's Acceptable Use Policy. I understand that violation of the policy could result in disciplinary action.

Student Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION

I have read the Mitchell School District's Acceptable Use Policy. I hereby hold harmless and agree to indemnify the district from any and all claims and damages of any nature arising from my student's misuse of District electronic communications systems including, without limitations, the type of damages identified in the district's policy and administrative regulations. I give my permission to issue an account for my student and certify that the information contained on this form is correct.

Parent/Guardian Signature _____ Date _____

Mitchell School Athletic/Activity Code of Conduct

for students in athletics, student government and club activities

Interscholastic activities are an integral part of the educational curriculum and experience. The fundamental values of respect, fairness, honesty and responsibility are part of what we teach at school through these activities. Participation in activities is a *privilege*. Inappropriate behavior may result in those privileges being denied.

Eligibility to Participate

- Pass five of seven classes based on quarterly report card grades.
- Any student earning a letter grade of D or F in any class will be placed on probation. The student will then have two (2) weeks to improve the grade. Failure to raise the grade up to a C or higher at the end of the two (2) weeks will result in the student being ineligible for athletic participation beginning the following day. The ineligibility will last for a minimum of one week (Tuesday through the following Monday) at which time the grade must be a C or better to become eligible. The progress reports carry over from one term to the next, one semester to the next.
- Progress reports for any student earning a D or F will be mailed to the parents every Monday morning or the first day of the week if there is no school on Monday. This report will include the name of the class, reasons for the failing grade, and suggested solutions for improving the grade.
- Students must be in attendance on the full day of the activity. This includes practices. Exceptions are: a. An accepted prearranged excused absence, or b. a written note from parent for student absent on Thursday stating he or she is well enough to participate on the weekend. This note must be provided in advance of that activity.
- Any student who is suspended from school may not attend practices, games, or any other school sponsored activity on the days of the suspension. Weekend participation is at the discretion of the coach.
- Any student who is expelled from school may not attend practices, games, or any other school sponsored activity during the expulsion period.
- There will be no mandatory practices on school holidays, or on days when school is cancelled due to emergency.
- Students will sign an athletic contract prior to each season.

Effective Dates

This Code of Conduct is in effect 24 hours/7 days a week during the season of sport. School rules are in effect during any time a student is under the supervision of the school district. The dates of the activities

begin the first day of school and end on the last day of school unless participating in a school-sanctioned activity such as summer leagues. For fall sports, the rules begin with the first day of practice. Penalties for behavior violations will not automatically end with the current school year and may carry over in the following school year. Student violations are carried throughout the student's entire high school career. For example, a student who has a violation in the ninth grade (first offense) and then another violation in eleventh grade, the second violation is considered the second offense.

A student who cooperates and admits to a violation may have the consequence of a first offense reduced up to half of the suspension term. This is at the discretion of the superintendent/principal.

Mitchell School District

ATHLETIC/ACTIVITIES PARTICIPATION EXPECTATIONS

The Mitchell School District believes that extracurricular activities are an integral part of the educational process with each student having an equal opportunity to participate in the activities offered. Participation in these programs is a privilege, not an inherent right of the students. Being involved in any extracurricular activity makes the student a highly visible representative of our school. Therefore, the behavior of the students is very important.

The following rules govern all extracurricular activities at Mitchell. Signing of the Extracurricular Participation Consent Form indicates knowledge of and willingness to abide by the established rules and procedures of the Mitchell School District.

AS A STUDENT ATHLETE/ACTIVITIES PARTICIPANT FOR MITCHELL SCHOOL, I UNDERSTAND:

1. I am responsible for the uniform and/or equipment issued to me and must return them in good condition at the end of the season or pay repair/replacement cost.
2. I must ride in school provided transportation to and from the scheduled games or meets unless prior arrangements are made in writing from my parent(s) with the coach.
3. I must report to all practices on time and work to the best of my ability during practices.

4. I must maintain a C average or above in all of my classes, as specified in the Student Handbook, in order to be eligible for participation.
5. I understand that if I am suspended from school that I may not attend practice or competitions during the time of my suspension.
6. I will not sell, use, or possess alcohol or any controlled substance (drugs) and I understand that to do so will subject me to consequences as outlined in the Student Code of Conduct.
7. I understand that my participation in extra-curricular activities requires me to authorize Mitchell School District to conduct a test for drug use on a urine specimen which I provide. I also authorize the release of information concerning the results of such a test to the district and to my parent(s) or guardian(s).
8. I will not sell, possess, or use tobacco in any form and I understand that to do so will subject me to consequences as outlined in the Student Code of Conduct.
9. I will represent my team and school with good sportsmanship and will not engage in any activity that will bring discredit to them. I understand that to not do so will result in disciplinary action.

Substance Abuse & Conduct Procedures

The following consequences listed are “minimum”; the District reserves the right to render harsher consequences which the District at its sole discretion believes are warranted under the circumstances.

Alcohol, Drug or Tobacco Abuse Consequences

FIRST OFFENSE CONSEQUENCES:

- Loss of 1/8 of the season’s contests/activities.
- Weekly Drug and Alcohol Screening at parent/guardian expense unless there is a financial hardship
- Continue practice with the team and sit with team at all contests

SECOND OFFENSE CONSEQUENCES:

- Loss of ½ of the season’s contests/activities
- Drug and Alcohol counseling and weekly screening at parent/guardian expense unless there is a financial hardship
- Community Service
- Continue practice with the team and sit with team at all contests

THIRD OFFENSE CONSEQUENCES

- The student will no longer be able to represent Mitchell High School for the remainder of their high school career.

Conduct Incidents:

Students are expected to not engage in any activity that will bring discredit to the team and school. Students also need to avoid a pattern of negative behavior at school. Students found to be involved in these behaviors can expect the consequences as stated below.

CONSEQUENCES MAY INCLUDE:

- Loss of a percentage of season games/activities
- Loss of season
- Termination of high school athletic/activity career
- Counseling at parent/guardian expense unless there is a financial hardship
- Community service

Athletic Code of Conduct Suspension Procedure

- Suspensions are enforced for all competitions that occur within the given time frame.
- Although a student may be serving a suspension during the non-competitive portion of the season (pre-season, winter/spring break), only weeks that include an official contest will count toward the suspension. This will not include bye weeks during the competition season.
- Suspension will be lifted the Monday of the week following the end of the suspension period.
- If a suspension crosses over from one season to the next, the suspension will resume when teams officially begin competition.

STUDENT DRUG TESTING POLICY

The district conducts a mandatory drug testing program for students involved in extra-curricular activities, including athletes, student government officers, club members and boarding residents. Its purpose is threefold: To provide for the health and safety of all student athletes; to undermine the effects of peer pressure by providing a legitimate reason for student athletes to refuse to use illegal drugs, including alcohol and tobacco; and to encourage student athletes who use drugs to participate in drug treatment programs.

PROCEDURES

Consent

A student wishing to participate in any interscholastic athletic program or extra-curricular activity and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. No student shall be allowed to participate in any interscholastic athletic program or extra-curricular activity absent such consent.

Student Selection

At the option of the district, all student participants may be drug tested at the beginning of any athletic season. In addition, random testing will be conducted regularly (at least twice a month) during the school year. Selection for random testing will be by lottery drawing from a pool of all students participating at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all students are in the pool, that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, the identity of students drawn for testing is not known to be those involved in the selection process and the direct observation of the selection process by at least two adults.

Sample Collection

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. All students providing samples will be given the option of doing so in an individual stall.

Prescription Medications

Students who are taking prescription medication must provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected. That envelope will be forwarded unopened to the testing lab with the sample with instructions for the lab to consider the student's use of such medication to assure accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions for "positive tests."

Scope of Tests

The testing lab will be instructed to test for one or more illegal drugs. Student athlete samples will not be screened for the presence of any substances other than an illegal drug for any existence of any physical condition other than drug intoxication.

Limited Access to Results

The testing lab will be authorized to report results only to the superintendent or his designee in the event that the superintendent is absent.

Positive Result

Consequences for a positive result are listed in the Athletic/Activities Code of Conduct.

Non-punitive Nature of Policy

No student athlete shall be penalized academically for testing positive for illegal drugs, alcohol or tobacco. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, with the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or guardian will be notified at least 72 hours before response if made by the district.

Student Code of Conduct and Student Rights Acknowledgement

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that the district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. **I do** or **do not** authorize my secondary student's name, address and telephone number be released to military recruiters. **I do** or **do not** authorize my secondary student's name, address and telephone number be released to institutions of higher education.

I understand that unless I object to the release of any or all of this information within fifteen school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the superintendent/principal and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district for the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Off-campus and outside-of-school-time 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.

Student Signature _____ Date _____
Parent Signature _____ Date _____