



NORTH LAKE JUNIOR - SENIOR HIGH SCHOOL COWBOYS

***STUDENT HANDBOOK
2016-17***

***Be Safe
Be Respectful
Be Responsible***

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BELL SCHEDULE

	MONDAY-LATE START	REGULAR	EARLY RELEASE
PER. 1	8:45-9:37	7:45-8:45	7:45-8:40
PER. 2	9:41-10:33	8:50-9:50	8:45-9:40
BREAK	NO BREAK	9:50-9:58	NO BREAK
PER. 3	10:37-11:29	10:01-11:00	9:45-10:40
PER. 4	11:33-12:25	11:05-12:05	10:45-11:35
LUNCH	12:25-12:55	12:05-12:35	11:35-12:00
PER. 5	12:59-1:51	12:35-1:35	
PER. 6	1:55-2:48	1:40-2:40	
PER. 7	2:52-3:45	2:45-3:45	

Lunch Schedule

K-3	11:20-11:40	11:00-11:20	10:45-11:00
4-6	11:50-12:10	11:20-11:40	11:10-11:25

A. Message From The Administration

WELCOME!!

Welcome to North Lake Junior – Senior High School for the 2016-2017 school year. It is exciting to welcome returning students, and new students to the community as well as new staff. The purpose of this handbook is to bring together in one place for ready reference, the various policies, procedures and information that will make your experience at North Lake MS / HS a positive one.

Our primary goal is to put a diploma in your hands and enable you to graduate on time with your class after you have completed four years of high school. This handbook should answer questions for parents and students alike and provide you with the guidelines to help meet school expectations. Please read this handbook carefully and keep it in a ready reference place. We hope you have a great year!

DISTRICT MISSION STATEMENT:

“The district is dedicated to an educational foundation providing the tools, motivation and discipline to encourage the development of students, staff and community and to provide a personal, consistent and caring education that will prepare all students to become well-rounded and to realize their maximum potential.”

2016-2017 "COMMON EXPECTATIONS"

CHARACTER AND INTEGRITY:

At North Lake Junior / Senior School we strive to develop individuals of integrity by reinforcing the following pillars of character:

Caring: We want our students to be compassionate; to accept and appreciate the differences in people and to be charitable and freely giving to others.

Citizenship: We want our students to help create a cleaner and safer environment in our school and community; to learn to voice their opinions appropriately; to abide by the rules of society; to obey persons in authority and to honor and respect the principles of democracy.

Fairness: We want our students to learn to treat others equally; to make decisions without favoritism or prejudice; to get the facts, including opposing viewpoints, before making decisions.

Respect: We want our students to treat others the way they would want to be treated; to value and honor all people; to resolve disagreements without violence and to be courteous and polite.

Responsibility: We want our students to acknowledge and meet their legal and moral obligations; to accept the consequences of their choices – for what they do and for what they do not do; to make things better and to take charge of their own lives.

Trustworthiness: We want our students to honor their word and commitments; to have the courage to do what is right; to tell the truth; to be honorable, forthright, candid, and to be dependable.

ASSOCIATED STUDENT BODY OFFICERS

Student Body President	Mikayla Weaver
Vice President	Gentry Strong
Secretary	Larissa Hackett
Treasurer	Paige Warfle
Sergeant at Arms	Carli Nelson

TRADITIONS - NORTH LAKE JUNIOR / SENIOR HIGH SCHOOL

School Colors: Black and Red

School Mascot: Cowboys and Cowgirls

School Established: This building opened in 1991.
K-8 schools existed in Silver Lake and Forth Rock in various configurations since about 1910.

ANNUAL EVENTS and OCCASIONS:

Lake County Fair (FFA and 4H)	Junior-Senior Prom
Open House	Learning Fair
Veteran's Assembly	FFA Spring Awards Banquet
Blood Drives	Elementary Field Day
Elementary Christmas Program	Senior Brunch
Homecoming:	Graduation
Week Long Activities	U of O vs OSU "Civil War" week
Game and Dance	Year-end 7-11 BBQ
Parent – Teacher Conferences	Cascade Lakes Relay (service)
Winter Formal	

TIPS FOR SUCCESS AT NORTH LAKE

1. Support your school in all activities. The fun in school is being involved.
2. Be organized. Keep a notebook with dividers for each course you take and track each class lesson on a daily basis.
3. Ask questions. There are not any dumb questions here.
4. Establish a study routine. Have a set place and time for your studies.
5. Keep current in your assignments – it gets harder when you fall behind.
6. Stay positive.
7. Stay in school no matter what.
8. Listen/talk to your parents/guardian daily.
9. Be a friend.
10. Value/respect your purpose in school.

B. GENERAL INFORMATION

North Lake Junior / Senior High School

Policies, Rules, and General Information

(Rules subject to change: The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.)

ANNOUNCEMENTS, DAILY ANNOUNCEMENTS:

1. The daily announcements are read over the intercom at the beginning of 1st period on Monday along with the Flag Salute. Copies are also sent to teachers via email. Communication is a shared responsibility. As a school we are responsible to make information available to students.

ASSEMBLIES:

1. Varying types of assemblies are scheduled throughout the school year for different purposes. A student's conduct at an assembly must meet the same standards as in the classroom. Students who fail to abide by those expectations may lose the privilege of attending future assemblies and may also be subject to school discipline procedures.
2. Pep Assemblies may be organized by Student Council. Seating is assigned by the Pep Assembly organizers.

PBIS (Positive Behavior Interventions and Support):

1. All North Lake staff attempt to use positive behavior interventions when possible. Affirmative letters home, constructive feedback, student recognition assemblies, and other activities help to create a positive relationships and a confident student body!

CAFETERIA SERVICES:

1. Lunch/Breakfast Program

The district participates in the National School Lunch, School Breakfast Commodity and Special Milk Program and offers free and reduced-priced meals based on a student's financial need. Free and Reduced forms may be picked up in the school office at any time of the school year.

Paying for lunches: Lunches must be paid for in the office and may be paid for in advance. Lunch prices are:

Grades	K- 3	\$2.05
Grades	4-5	\$2.30
Grades	6-8	\$2.55
Grade	9-12	\$2.80
Adults	All:	\$3.55

Lunch Room Behavior

If any student fails to follow proper rules in the cafeteria, he/she may lose the right to use the cafeteria.

CHANGE OF ADDRESS OR PHONE NUMBER

1. To maintain accurate office records, students are requested to submit to the school office any change of address or phone number. Call 541-576-2121.

CHECK CASHING

1. Checks are accepted in payment for school lunches or any other school obligation made FOR THE EXACT AMOUNT ONLY, payable to North Lake School District #14. It is not possible to cash checks for other purposes, and two party checks are not acceptable.

CLOSED CAMPUS:

1. North Lake is a **CLOSED CAMPUS**. Once students are at school it is expected they remain on campus until their school day is completed or have properly checked out through the Main Office. The parking lots are off limits during the school day.

COMPUTER LAB:

1. Students are not to be sent to or be in the Lab without supervision.
2. There is no food or drink in the Lab.
3. Head phones or other communication devices are not permitted unless a part of the instruction or with instructor permission.

DANCES:

1. Homecoming, Winter Formal and Prom are the typical dances that North Lake sponsors. Students will be expected to dress and act in an appropriate manner. Students who do not accept the responsibility for appropriate behavior will forfeit the privilege to attend the dance. A guest pass must be acquired and approved by the Administration for non-North Lake students. Guests over the age of 20 (21 and over) are not allowed. Junior High School students may not attend high school dances unless approved by the Superintendent.

DISTRIBUTION OF MATERIALS:

1. Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on school property by anyone without the approval of the administration.

FIELD TRIPS:

1. Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in these activities and all student behavioral expectations applies. Privately owned vehicles used for transportation to or from activities/events are governed by appropriate North Lake School Board guidelines.

FOOD and DRINK ITEMS:

1. Food and drink items are not allowed in the halls or locker areas.
2. Classroom teachers should use discretion in allowing food in their rooms. Thematic units of study that involve foods from other cultures and time periods would be permitted.

FOUR DAY WEEK:

1. We are on a four day week. We will attend on Fridays if there are non-school days during the week or if we have to maintain required instructional time.

FUND-RAISING

1. All fund raising must be approved by the administration and supervised by the appropriate advisor.
2. Fund-raising projects involving the sale of products must be approved by the activity sponsor and by the administration before the activity is initiated. Solicitation of funds is expressly prohibited without the administration consent.
3. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the board.
4. All money from school activities and organizations shall be turned into the office and deposited in the appropriate Student Body account.

EMERGENCY INFORMATION

1. Emergency Drills:

a. Fire drills: Fire drills are required to be conducted monthly. Students are to proceed quickly and in an orderly, quiet fashion to the nearest exit and outside to the assembly area. Exit routes are posted in each area. Occasionally exits are blocked so students can practice going to alternate exits. Students' total cooperation is required as each fire alarm signal must be considered "real" until staff determines no danger exists. With the great danger of forest fire in our area, swift, orderly evacuations are critical.

b. Earthquake:

- Drop and take cover.
- Turn away from windows.
- Stay under shelter until shaking stops.
- Listen for instructions, by intercom, or in person, if system is out.
- If evacuation takes place, follow the same procedures as with a fire drill.

c. Lock Down Drills: We will conduct periodic lock down drills in the event of a school emergency. The purpose of a lock down drill is to determine how safe we can make our school in the event of an intruder or other emergency.

HALL PASSES:

1. Students are to use passing periods to take care of personal business.
2. Students are not to be in the halls, commons area, cafeteria or other unsupervised areas during class time without a hall pass.
3. Teachers are not to issue hall passes during the first 5 minutes of class time.
4. If a student is in the hallways during class time without a hall pass or "off course" from their intended location he/she may lose the privilege of leaving the classroom in the future.

HEALTH RELATED ISSUES

1. Emergency Medical Treatment:

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

to remain in school the student will be released to the student's parents or to another person as directed by the parents or as listed on the student's emergency form. School staff may administer emergency or minor first aid if possible and necessary. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

2. Immunizations:

a. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or non-medical, personal reasons the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such times as he/she has met immunization requirements. Parents will be notified of the reason for exclusion. A hearing will be afforded upon request.

3. Medications:

a. Prescription medication can be given at school. It must be kept locked in the Front Office, come in the original pharmacy container and have the appropriate form signed by parent/guardian requesting that we administer the medication at school in accordance with the Rx. Prescription medications are not to be kept in a locker. By school board policy, aspirin cannot be given to students.

HOMEWORK

1. Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

HOURS AND CLOSURE (SCHOOL OPERATING HOURS):

1. OPERATING HOURS

a. Classes are held from 7:45am to 3:45pm on all school days (8:45 – 3:45 on Mondays). Students should refer to the school calendar for the school year to know Monday through Friday what days are school days. Teacher hours are from 7:00 am to 4:15 pm. Office hours are from 7:00 am to 5:00 pm on regular school days. **Students should not arrive before 7:30 am unless working directly with a staff member, and after 3:45 pm students will need to be out of the building unless under direct supervision by staff.**

2. SCHOOL CLOSURE

- a. When hazardous or emergency conditions exist, the following procedures will be followed to determine school closure, late start, early dismissal and/or retention at school.
 - i. The Transportation Director will contact ODOT and drive specific routes to determine road conditions, contact ODOT and make a recommendation to the Superintendent if it is safe to run our buses.
 - ii. The Superintendent will make the decision to hold or to not hold school.
 - iii. If the decision is made to not hold school, the Superintendent will notify staff and students using our home call system by 6:00am.
 - iv. School closures will be in effect only for the day of the announcement.

3. **LATE START**

- a. All Monday's are **ONE HOUR** late start.
- b. Under certain conditions, e.g. road crews needing more time to clear the roads or for ice to melt, etc., it would be best to start school later rather than close for the entire day; an administrator will make that decision.

4. **EARLY DISMISSAL**

- a. When emergency conditions arise, inclement weather or if road conditions are deteriorating to the point that holding school until normal closing time would create unsafe transportation conditions, school will be closed down and students will be sent home.
- b. Parents should make prior arrangements, e.g. house keys, alternate house etc., in order to insure the safety and comfort of their children in the event that no adult would be home when early dismissal occurs.
- c. Early dismissal will be in effect only for the day it occurs and schools will be open on the following day unless there is an announcement to the contrary.

INSTRUCTIONAL MATERIALS COMPLAINTS

1. Complaints by students or parents about instructional material should be directed to the principal. Should the student or parents, following initial efforts at informal resolution of the complaint, desire to file a formal complaint; a "Re-consideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The "Re-consideration Request forms" must be signed by the complainant and filed with the superintendent.

INSURANCE:

1. North Lake Junior / Senior High School has information available for accident insurance that provides for partial coverage for students during school hours or 24 hours a day. The school district does not recommend or promote any insurance coverage, but will distribute informational pamphlets to students at registration or the first week of school. These insurances usually do not cover the entire cost of medical care for accidents. Contact the phone number on the pamphlet if you need further information.

LIBRARY/MEDIA CENTER

1. Library materials may be checked out for two weeks. Students must return overdue items or pay for lost items before additional library materials may be checked out. Bills will be sent home for the replacement cost of all lost library items. Books may be renewed for an additional period if they have not been reserved.
2. Teachers are instructed to not send students to the Library unsupervised.
3. Expectations for library use:
 - a. No food or drink by the computers.
 - b. Behaviors such as horse play, shouting or abusive language is not appropriate. Students exhibiting these behaviors maybe asked to leave.
 - c. Furniture needs to remain in place.

LOCKERS

1. Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables

should never be stored in the student's locker. Searches of lockers (including the use of drug dogs) may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present.

LOST AND FOUND:

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

OFFICE POLICY

1. Much of a student's school business will center around the high school office. The following guidelines are provided to assist the office personnel.
 - a. Money change will be made only before school begins, during the lunch period, and/or after school.
 - b. All personal telephone calls must be approved by the office. A student may use the office phone for school related business only with written permission from a teacher or some other authorized person.
 - c. Please remember that the office personnel are important to the smooth functioning of our school. Courtesy and consideration is expected.

PETS AT SCHOOL:

1. Animals are prohibited on school district property including all athletic facilities. However, if an animal is brought for educational purposes prior permission must be obtained by the administration.

PHYSICAL RESTRAINT

1. A staff member or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself.

POSTERS

1. Signs, banners and posters that a student wishes to display must first be approved by the staff members or the principal. Signs, banners or posters displayed without authorization will be removed.

SEARCH AND SEIZURE:

1. School officials may search a person and his/her personal property (including vehicles, back packs and clothing) when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or in violation of the student code of conduct or district policy. Illegal items, (weapons, alcohol, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety, security or disruption of the educational process of others may be seized by school officials. Random general searches of school facilities and any properties including, but not limited to: lockers, PE lockers, or storage areas may occur at any time or when a justifiable suspicion exists. Items belonging to the school, items which are unlawful, or items which are in violation of school policy may be seized.
2. North Lake School will employ the periodic use of Drug Dogs for facility searches in partnership with the County Sherriff and State Police (NLS Policy JFG and JFG-AR).

SICKROOM:

1. We have a sick room in the main office. Health services at school are limited to emergency first aid and TLC only. If a student becomes ill at school, they need permission from their parent/guardian or their emergency contact person to go home.

SITE COUNCIL:

1. Site Councils are teams of teachers, parents and classified persons elected by their peer groups and their primary focus is on staff development and school improvement. This is a shared decision making group that best fosters student learning and achievement with one of our primary goals being to educate and assist all of our students with their learning needs. The purpose of the Site Council is as follows:
 - a. To develop plans to improve the professional growth of the school staff.
 - b. To improve the school's instructional program through the development and coordination of plans for the implementation of the program.
 - c. To administer the funds established for the professional development of staff.

SPECIAL EDUCATION TEAM

1. A Special Education Team addresses issues such as Individual Education Plans, testing for special needs, placement, behavioral contracts, transition and appropriate referral to servicing agencies. Special Education Staff, teachers and other school staff attend IEP and other Special Education meetings.

TEXT BOOKS:

1. Students are responsible for the care and upkeep of the books checked out to them. Student will be required to pay for lost or damaged books.

VALEDICTORIAN & SALUTATORIAN

1. To be eligible for Valedictorian and Salutatorian, a student must be a senior in good standing and must have completed three semesters of work at NLHS. Grade point average (GPA) will be assessed at the conclusion of the third nine weeks of the senior year. The third nine weeks of the senior year will be included in the tabulation of the student's GPA. See Grade Point Average above.

VISITORS:

1. **Student guests are not allowed at North Lake School.** Parents, guest speakers, etc. are encouraged to visit our school. To ensure the safety and welfare of students, to protect the school environment from disruption and see that visitors are properly directed to the areas in which they are interested; approved visitors are required to check into the main office upon entering school and wear a school issued visitor pass.

C. DEFINITIONS AND EXPECTATIONS

ACADEMIC AND PROCEDURES, COUNSELING AND STUDENT SERVICES

Note: Each staff member is involved in academic counseling for our students. In addition to the instructional staff, other school and community resource personnel and parents assist students in their educational, career, and personal/social development. All of these resources provide information and assistance with educational planning (including curriculum and program information, course offerings/placement, graduation requirements, academic progress, etc.), career/occupational planning, assessment administration/interpretation, and post high school planning issues (college, vocational/technical schools, work, scholarship opportunities, financial aid, recommendations, college entrance tests, registration and interpretation. We will also work to establish a better School-to-Career liaison with community mentorships and other job place opportunities for students in our community.

ACADEMIC AND CLASS STANDING:

1. Students are classified as freshmen, sophomores, juniors and seniors based upon the total number of credits earned during their high school career, not their chronological age or the number of years of high school already completed. Class privileges, testing schedules, athletic eligibility, lunch privileges and other daily activities are all influenced by a student's class standing. Students will not obtain senior class status unless they are on line to graduate the present academic year.

ALTERNATIVE ED ROOM/ ADDITIONAL CREDIT OPPORTUNITIES

1. Our in building Alternative Education Room is part of the Education Resource Room and is supervised by Mrs. Dark. Placement in any period during the day requires administrative approval. The Alt. Ed. Room is designed to meet the needs of students who are credit deficient, have re-entered high school, are in transition, or who have been placed there by recommendation. Alternative Education is designed to give students the opportunity to make-up course work in a style that will help their chances of success and get them back on track to earn a high school diploma. Several learning stations are available including computers, packets, projects, etc.
2. Other credit recovery options may include enrollment in a School to Career setting, or complete appropriate college course work or other courses of study approved by the counselor or administration.

GRADUATION REQUIREMENTS

1. Detailed graduation information and course descriptions are contained in the **North Lake Curriculum Handbook**.

CREDITS –how are they earned:

1. Credits are the units by which academic progress is measured. The school year is divided into two semesters – Fall and Spring. Each is approximately 18 weeks long. North Lake uses a 7 period day. Each semester students can earn a half (0.5) credit for every class they pass. Students enrolled and attending full time can earn 3.5 credits per term, 7.0 credits per year and 28 credits during their high school career if all classes are passed. See the Curriculum Handbook for more information.

CREDITS: Graduation Requirements:

1. North Lake students must earn 25 credits for a Diploma. The State has changed graduation requirements significantly in recent years. These newer requirements phase in with each new graduating class. See the Curriculum Handbook for more information.

DROPS FROM CLASS:

1. Students may drop a class up to 10 school days into the semester. Drops after 10 days may result in a “FAIL” being recorded on their transcript.
2. A parent may also request removal from specific courses. Before this action is taken, a conference with the student, parents, and the teacher should be scheduled with the school administration.
3. For Dual College Enrollment we will use the college start and drop dates.
4. A student may be dropped from class for persistent failure, discipline or chronic attendance issues. A grade of “FAIL” grade will be recorded for the class and figured into the students overall GPA.
5. Upon a doctor’s written request a student may withdraw from a class without penalty or credit.

ENROLLMENT - LATE ENTRANCE:

1. All students are expected to be enrolled and in attendance from the first day of each term. Course curriculum and lesson plans are developed with consideration to the instructional days available during each semester.
2. Students will not be allowed to enroll in regular classes after the first ten (10) days of the term, unless they are a direct transfer from another school, were in attendance during what would be our first two weeks of instruction or have the approval of the North Lake administration.

FINAL EXAMS:

1. Final exams are to be taken on dates assigned unless other arrangements have been made. Written requests for early finals must be submitted to the administration at least two weeks in advance.

GRADE POINT AVERAGE:

1. A student’s grade point average (GPA) is assessed at the end of each semester by calculating letter grades (A, B, C, D and Fail). “Pass” grades are not calculated in the transcript GPA but locally are counted as a “C” in calculating the GPA for athletic eligibility. Students have both a term and cumulative GPA. An “Incomplete” is counted as a “Fail” until it is cleared to a passing grade. An “Incomplete” must be made up within two (2) weeks from the last day of the semester in which it was received. GPA’s are used to establish class rankings, establish athletic eligibility and are used to determine Honor Society as well as other academic recognition eligibility.

Grade points are issued at follows:

2. A student having the following 7 grades would compute his/her (GPA) as follows:

A = 4

B = 3

C = 2

D = 1

F = 0

3-A’s, 2-B’s and 2-C’s would look like:

$$3 \times 4 = 12$$

$$2 \times 3 = 6$$

$$\underline{2 \times 2 = 4}$$

22 Grade Points

$$\text{G.P.A.} = 22/7 = 3.14$$

GRADING POLICIES:

1. Each teacher shall have a written grading system.
2. Each teacher's grading system which may reflect participation points shall be approved by the administration before implementation.
3. Each student shall receive a copy of the teacher's grading system at the beginning of each term (or, upon entering North Lake School).

GRADUATION:

1. North Lake High School's graduation is an enjoyable and dignified ceremony. Seniors are eager to continue this tradition and are invited to participate. The staff at North Lake shares with all the students and parents in making this a memorable experience. Graduation is a culmination of many years of working together. Our staff works with the senior class and parents to make this one of the most wonderful, memorable events of a student's life.

HONOR ROLL:

1. Students may qualify for the quarterly honor roll by enrolling in a full day schedule (7 classes) and holding a minimum grade point average of 3.50. Students may qualify for honorable mention by enrolling in a full day's schedule and holding a minimum grade point average of 3.00.

PARENT CONFERENCES:

1. Parent conferences are scheduled to correspond with quarter grades. They are held in the evenings and on Friday mornings to accommodate parents. Check the school calendar for parent conference dates.

PROMOTION, RETENTION, PLACEMENT

1. Prior to high school NLSD Policy IKE (Promotion and Retention of Students) guides retentions. Typically parents have the final say in this matter.
2. In grades 9-12 a student shall be promoted from one grade to the next on the basis of normal academic development, achievement and earned credits. Students are essentially not retained-but rather are promoted in class status (freshman to sophomore to junior and to senior) based on whether they have earned the appropriate credits and are making satisfactory progress toward graduation. Placement in some courses may require successful completion of prerequisite classes.

SCHEDULE CHANGES:

1. Students are scheduled into classes they requested during the registration process with the counselor. Schedule changes will only be made during the first ten (10) days of each term. The students will be responsible for all assignments already covered in the classes they are transferring into. Schedule changes are made for academic reasons or special circumstances only and are made under the supervision of the counselor and administration.

D. ACTIVITIES AND ATHLETICS

ACTIVITIES and STUDENT COUNCIL:

1. The principal works with all staff and Student Council and their Advisor to coordinate and supervise most non-athletic activities. Dances, on campus clubs, Student Council, assemblies, and certain annual events are among those activities coordinated and calendared through the office. Student Council is the governing body responsible for conducting the formal business of the Associated Student Body. Officers are elected annually and represent the total student body. Other elections are conducted annually to elect class officers at each grade level.

2. Among the many responsibilities of the Student Council is the promotion of a positive and productive school climate as well as addressing the needs and concerns of the students of North Lake Junior / Senior High School. As members of an active student body, students are urged to contact the Student Council or any Council member if they wish to bring suggestions or ideas to the attention of their student government. Leadership ability, communication skills, decision-making ability and problem solving skills are essential in elected officers.

<u>Clubs:</u>	<u>Advisor</u>
Student Council.....	Andrew Shawcroft
FBLA	TBA
FCA	Scott Brown
FFA.....	Chad Waldron

ATHLETICS

1. The athletic program is under the direct supervision of the Principal. The Principal delegates to the Athletic Director necessary responsibilities and authority to supervise all aspects of the athletic program. North Lake competes in the Mountain Valley League and several Special Districts determined by sport and the OSAA at the 1A classification in most sports and 1A/2A in others. We are assigned to Special Districts when associated schools and their leagues necessitate.
 - a. Athletes must maintain a higher level of academic achievement and personal character on and off the field/court than non-athlete students. Athletes must follow the North Lake eligibility requirements as defined in the NL Athletic handbook. Those who fail to pass 5 classes and fail to make progress toward graduation are ineligible by OSAA standards and can only be declared eligible through a hardship process that is submitted through the athletic director or principal’s offices then through a special committee set by the OSAA.

 - b. The Participation and Training Contract (PTC) that athletes sign shall be binding upon the participant at all times during the season. “At all times” means 24 hours a day, every day of the week whether at school or away from school.

- c. **Students must be in attendance the entire day in all classes in order to attend, practice or participate in athletic events, dances and practices, and any other school activities. Special circumstances will require the Administration's approval to attend.**

2016-17 COACHING STAFF BY SPORT:

H.S. / J.H. Athletic DirectorTracey Fivecoat

FALL

Football:

H.S. Barry Anderson

J.H. Clark Simons

Volleyball:

H.S.Cheyanne Church
Shelly Strong

J.H. VolleyballMellissa Roth

Cross Country

J.H. / H.S..... Scott Brown

WINTER

Basketball

H.S. Boys Brian Baker
Andrew Shawcroft

J.H. Boys Brandon Fivecoat

H.S Girls Jon Murphy
Brandon Fivecoat

J.H. Girls Josiah Fritz

Wrestling

H.S Dan Ward

J.H. TBA

SPRING

Baseball: Dan Ward

Track and Field (Boys and Girls)

H.S..... Scott Brown
Andrew Shawcroft

J.H. Clark Simons

E. ATTENDANCE POLICIES AND PROCEDURES

Note: It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Absenteeism has a direct negative effect on student achievement, promotion, graduation, behavior and employment potential.

ATTENDANCE (see Board Policy JEA):

1. Oregon Law (ORS 339) requires all children between the ages of 7 and 18 years of age to regularly attend a full-time public school until they have completed the 12th grade and receive their diploma.
2. Multiple school board policies speak to issues surrounding student attendance.

ATTENDANCE EXPECTATIONS: excused and unexcused absences

1. Oregon Revised Statute 339.065 defines an excused absence as:
 - a. Illness of the student. Verification by telephone call or note of the illness from a parent/guardian, upon returning to school (541-576-2121).
 - b. Medical, dental, optical appointments or mandated court appearances must be pre-arranged. If they are not Pre-arranged they will need to be verified after the student returns to school.
 - c. Death in the family or some other significant family emergency outside of the control of the student or the student's family – verified by the parent.
 - d. Approved religious holidays – verified by the parent.
 - e. Pre-arranged absences approved by the school prior to the absence. Proper paperwork must be completed and returned to the Attendance Office. If you are absent more than one week, you will need a doctor's clearance.
 - f. All school related absences (activities, field trips, athletics), including suspension are excused.
2. Students must be in attendance the entire day in all classes in order to attend, practice or participate in athletic events, dances and any other school activities. Special circumstances will require an Administrator's approval to attend. If you are absent more than one week, you will need a doctor's clearance.
3. Note: ORS 339.065 gives authority for the Administration to exercise discretion in determining if an absences is excused or unexcused.

ABSENT PARENTS:

1. If a student's parent/guardian is leaving the area for overnight or an extended period of time, a written note should be given to the Main office listing the name and phone number of someone who is taking care of the student. Authorization to sign for medical treatment should be given in writing to someone locally.

ADMINISTRATIVE PROBATION FOR ATTENDANCE:

1. Students with a history of chronic attendance problems (including truancy, forgery, unexcused and excused absences) may be placed on administrative probation for the purpose of monitoring attendance and academic progress. Violations of this probation may result in the denial of credit, removal from class, the reduction of a student's schedule or alternative placement.

CLEARING AN ABSENCE:

1. Parents may call the Main Office (541-576-2121) to excuse their student's absence or send a note. Students have 2 days to clear an absence if it is not cleared in the timeline it will remain unexcused. SEE UNEXCUSED ABSENCE/TRUANCY
2. When students return from an absence they must check in with the office, receive a re-admit slip and circulate it to all teachers as they complete their daily schedule.
3. Teachers are instructed to not allow a student to return to class without the re-admit slip.

EXCESSIVE ABSENCES:

1. Students will be referred to the Administration when absenteeism becomes chronic or excessive. This may result in a **\$147.00** fine to the parents. SEE UNEXCUSED ABSENCES/TRUANCY.

MAKE-UP WORK FOR ABSENCES

1. **EXCUSED ABSENCES:** (*North Lake* School District policy **IKAD** also applies). Students who have excused absences shall be given the number of days absent plus one to make up the work for full credit. For tests and projects that have been scheduled in advance, students must take the test on the day of their return to school and projects must be turned in when they were due. A teacher may adjust the above time line for extenuating circumstances.
2. **UNEXCUSED ABSENCES/TRUANCY:**
North Lake School District policy **IKAD** also applies.
Teachers are not required to allow students who have unexcused absences to make up missed work for a grade. A daily grade of "0" will be given for unexcused absences. Unexcused absences may be considered truant and be subject to disciplinary action including; detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

MAKE UP WORK FOR IN/OUT OF SCHOOL SUSPENSION:

1. Suspensions are considered "excused absences unless the suspension is the students' choice. Students suspended from school shall be permitted to make up school work missed. Work assignments for those classes appropriate to home study shall be available to the parent no later than two school days following initiation of the suspension. For suspensions longer than 3 days, all work that will be due during the suspension period must be completed and turned in on the first school day at the completion of the suspension. For suspensions of 3 days or fewer, all assigned work including tests are due no later than three school days following the completion of the suspension.

PRE-ARRANGE AN ABSENCE:

1. A note (or call) from a parent/guardian to the Main Office is necessary to complete the pre-arranged absence form. The advantage of a pre-arranged absence allows students to get assignments for the absence period and participate in school programs on the date of absence. If paperwork is not completed the Administration can classify the absence as unexcused. We recommend at least two school days in advance.

SIGN OUT PROCEDURE:

1. Students with written parental permission may leave campus after getting approval from the Main Office then signing out. For the safety of students no one other than the student's parent or other authorized individual (ID may be requested) will be allowed to pick up a student during the school day unless cleared by the administration. Students failing to follow the sign out procedures will be considered truant. Remember: North Lake is a CLOSED CAMPUS during the school day.

TARDIES:

1. Tardiness is loss of instructional time for the tardy student; it is also disruptive to the whole class. A tardy is defined as not being in class when the tardy bell rings (teachers have some flexibility in establishing their own guidelines such as in the room or in the seat). Students should remain in class for the first 10 minutes before a hall pass may be given. Teachers must give the students a signed hall pass to leave class. Oversleeping and transportation issues are not an excuse to be tardy.

F. HARASSMENT, DISCRIMINATION, BULLYING, EQUAL OPPORTUNITY AND REPORTING POLICIES

Note: It is the policy of the Oregon State Board of Education and the Board of Directors of the North Lake School District (**policy GBN/JBA, GBNA/JFCF and JHFF**) that all employees and students in public schools are entitled to work and study in an environment that is free of harassment.

To that end, the schools and support departments of the school district are committed to eliminate sexual and other types of harassment on any school district property, at any school or school district sponsored activity, or at work-related business trips whether or not on school property.

DEFINITION OF HARASSMENT:

1. **Sexual Harassment:** Sexual advances, request or demand for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is un-welcomed or uninvited and is directed by a person (male or female) toward another student, teacher, or other person is prohibited.
2. **Harassment for Reason of Race, Religion, Ethnic Origin, Gender or Disability:**
Harassment in the form of slurs or other harassment based on race, religion, ethnic origin, or disability (physical, mental or sensory). A slur is a type of harassment and is defined as any derogatory action such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which is of a racial, ethnic, gender, religious, or disability nature.
3. **Other Harassment:** Other harassment is also prohibited and is defined as intimidating another person in a way that relates to a person's race, religion, ethnic origin, sexual orientation, or disability; causes physical injury, or by words or conduct places that person in fear of harm to his/her person or property or causes disruptive conduct.

DISCRIMINATION:

1. The district prohibits discrimination based on an individual's race, religion, sex, national origin, disability, parental or marital status or age. The prohibition against discrimination includes discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to school and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

REPORTING:

1. Students who believe they are being harassed or discriminated against should report the situation to any adult staff member in the building. The burden of proof rests with the individual making the report.

EQUAL EDUCATIONAL OPPORTUNITY:

School Board policy (**JB**) sets the following goals in the area of equal opportunity for students:

1. To insure that all students, regardless of financial ability, age, disability, national origin, race, color, religion, sex or marital status, have the right to fair, equal, and impartial education and the right to equal access to course offerings and opportunities in all aspects of the school curriculum and activities.

2. To maintain an effective and responsive set of complaint procedures.
3. To achieve sensitivity to bias and stereotyping on the basis of financial ability, sex, race, color, age, disability, national origin, religion or marital status and to avoid degrading and discriminating practices.
4. To assure that school-sponsored activity programs provide equal opportunities for all students regardless of financial ability, sex, race, color, age, disability, national origin, religion or marital status.
5. To assure equal access to equipment and facilities, and to provide adequate funding to meet the needs of student educational programs and activities for both sexes.

RELIGION IN SCHOOLS:

1. School Board policy IGACA deals with the treatment of religion in schools. In essence, North Lake Public Schools must remain neutral regarding religion period. The effects of our efforts must neither advance nor inhibit religion. Please refer to policy IGAR-AR for itemized details.

G. Due Process and Procedures

“Be Safe” “Be Respectful” “Be Responsible”

DISCIPLINE PHILOSOPHY STATEMENT:

1. The primary purpose of North Lake Junior / Senior High School is to provide a quality educational program for all students. To support this purpose, administration and staff, along with students, parents and community members, will work to insure a safe and orderly school environment. Students shall pursue their prescribed course of study, comply with the written rules of this school, submit to the lawful authority of teachers, staff and school officials, and conduct themselves in an orderly fashion. Students shall be liable to discipline, suspension or expulsion for misconduct as provided by applicable state law, district policy and North Lake’s guiding principles for discipline and citizenship.

GUIDING PRINCIPLES:

1. PBIS interventions will be used when possible.
2. The primary goal of the policies is to change/improve student behavior.
3. Policies conform to board policy, state and federal law.
4. Students and staff are to be held accountable to school policies.
5. Scheduled discipline takes priority over school events, practices, or work.
6. The “intent” of the behavior or action will be evaluated and applied to the outcome when possible.
7. Do what you’re supposed to be doing when you’re supposed to be doing it!

DEFINITIONS:

1. **Administrative Probation:** Students may be placed on administrative probation for violations of attendance, behavior or academic policies of North Lake. Typically contracts with clear expectations and consequences are defined.
2. **Detention:** Assignment to a designated area before, during lunch or after school or on Fridays to serve structured time as a consequence.
3. **Friday School:** Used as alternative to suspension. May be assigned on Fridays or other non-school days.
4. **In-School Suspension (ISS):** Assignment to a time-out room which is supervised and allows limited social contact between students. Schoolwork is required.
5. **Study Hall:** Students who must be removed from a class for discipline reasons may be placed in a no-credit study hall. This may be with another teacher or other determined area of the campus.

DUE PROCESS:

1. Due process assures the protection of individual rights in the process leading to disciplinary action. The process meets the criteria of fairness. Fairness includes the following:
 - a. Notice of the charge.
 - b. The right to be heard.
 - c. Privilege against self-incrimination.
 - d. Right to counsel or other representation.
 - e. Right to review by the School Board.

DISCIPLINARY HEARINGS:

1. A hearing may be required for any severe rule infraction or a pattern of chronic rule infractions as determined by the administration. They are used to determine whether students will be expelled from school or be allowed to continue on probation.

SUSPENSION AND EXPULSION STATEMENT

Suspension:

1. Suspension temporarily removes from the student the privilege of attending school and all school activities until a reinstatement procedure has been accomplished. In special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation, or a review by a probation officer. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to exceed ten (10) calendar days unless special circumstances exist as mentioned above.
 - a. A student is to be notified of the charge and the reason for the suspension.
 - b. The parent will be contacted by telephone prior to the student's dismissal from school.
 - c. The parents may request a conference with the Principal or the Principal may require a parent conference before re-admission following the suspension.
 - d. On occasion, there are students who, despite reprimands, parental conferences, or suspensions, still cause loss of much classroom time. In those cases, students may be expelled.

Expulsion:

1. Expulsion denies the student attendance to all school activities for the remainder of the semester or in some cases for up to one calendar year. A school district Board, Superintendent or Hearing Officer shall not expel a student without a hearing unless his parents waive, in writing, the right to a hearing. The following procedure shall be followed:
 - a. The student is notified in writing of the specific charge or charges, when and where the hearing will take place and his/her right to a representative.
 - b. A notice will also be sent to the parent by certified mail citing the specific acts that support the charge or charges.
 - c. Unless otherwise provided by the district School Board, the Superintendent of the school district or his designee will conduct the Disciplinary Hearing.
 - d. Prior to recommending a student for expulsion, the school administrator shall provide the student and his/her parent(s) or guardian(s) information on available alternative education programs.
 - i. The programs shall be registered with Oregon Department of Education as alternative education programs.
 - ii. The programs shall be based on the student's learning styles and needs.
 - iii. The alternative education programs shall be local and accessible to the student.
 - iv. The procedure for enrolling the student in the proposed programs shall be explained.

“PARTY TO” OR “INVOLVEMENT IN” OFFENSES:

1. Students who may not be the direct instigator or transgressor, but are in essence involved in some capacity in one or more of the offenses will be considered “party to” and dealt with in the same manner as the primary instigators.

Oregon Revised Statutes 339.250 (Duty of the student to comply with rules...).

Oregon Revised Statutes 339.250, section 4

1. Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school authority or use of display of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.

H. OFFENSES AND CONSEQUENCES

Note: School discipline will be handled in a firm and fair and consistent manner on or near school property and at school events whether they are held on campus or other locations. School rules will be enforced during and adjacent to school hours. Under normal circumstances consequences take place during the present school year. In certain situations the consequences may carry over to the next school year.

ARSON (Includes Reckless Burning, Pulling Fire Alarm, Bomb Threat)

Arson is the act of starting a fire in a building. Reckless burning is the act of starting an unauthorized fire outside of a building. The unauthorized pulling of a fire alarm and the act of making a bomb threat or construction of real or imitation explosive devices are also illegal acts.

Dangerous lighting of matches or other devices will result in:

1. Suspension or other consequence.
2. Interview with fire prevention officer or referral to County Sheriff.
3. Parents will be contacted.

Reckless burning will result in:

1. Up to ten (10) school day suspension.
2. Parents, law enforcement, and fire department will be notified, student may be cited.
3. Mandatory meeting with fire prevention officer.
4. Student and/or parents make restitution for damages.

Arson offenses will result in:

1. Up to a ten (10) school day suspension.
2. Parents, law enforcement and fire department will be notified in a timely manner, student may be cited.
3. Mandatory disciplinary hearing.
4. Mandatory meeting with fire prevention officer.
5. Student and/or parents will make restitution for damage to school.

ASSAULT:

Assault-Physical:

To intentionally, knowingly, or recklessly cause physical injury or harm to another.

Assault-Verbal:

To place another person in fear of imminent physical injury by word or conduct.

Assault on school ground or at school activity:

First and Second Offense:

1. Law enforcement will be contacted, student may be cited.
2. Suspension up to ten (10) school days.
3. Parent conference and possible Disciplinary hearing will be required.

Third offense:

1. Law enforcement will be contacted, student may be cited.
2. Suspended ten (10) school days
3. Disciplinary hearing required

Assault on staff:

1. Suspension for ten (10) school days
2. Mandatory disciplinary hearing for expulsion.
3. Law enforcement contacted student may be cited.
4. Parent will be contacted.

BUS TRANSPORTATION:

Students utilizing school district transportation (typically buses) are under the direct supervision and authority of the bus driver and the transportation department. Students are not allowed to take balloons, skate boards, etc. on the busses. Disciplinary measures on buses are handled through the transportation department. North Lake staff becomes involved in bus supervision upon request from drivers or other transportation supervisors. Referrals from the transportation department (and a record of consequences) will be added to the student behavior file.

CELL PHONES & OTHER ELECTRONIC SIGNALING DEVICES:

Cell Phones and electronic signaling devices are not to be used during class time without the permission of the teacher or supervisor. Cell phones and electronic devices should be turned off (not on the vibrate mode) during class time, assemblies and any other time where such use of the device would cause a disruption of school activities. CD players, Walkman, MP3 players, radios, cameras, video games, laser pointers, head phones, etc., should be left at home. Theft of these items becomes the responsibility of the student and parent.

First Offense:

1. Device confiscated brought to the main office returned to student at end of day; warning given.

Second Offense:

1. Device confiscated brought to the main office. Parent called to pick up device.

Third Offense:

1. Device confiscated brought to main office. Permanent removal of the device until end of the grading period or longer. Parent called to pick up.

Subsequence Offenses:

1. Device confiscated brought to main office and held until parent pick-up.

Refusal to give item to teacher will result in insubordination/willful defiance and other consequences may apply.

*See INSUBORDINATION/WILLFULL DISOBEDIENCE**

CHEATING/ACADEMIC HONESTY/PLAGIARISM:

North Lake owes its students an environment that teaches and supports honesty and academic honesty and integrity. Students have the responsibility to do their own academic tasks unless it is specifically a group project. For these reasons cheating and plagiarism (plagiarism is taking writings or ideas from another, including cutting and pasting information accessed from the internet, and passing them off as one's own) are unacceptable. Instructors have several options in dealing with cheating or plagiarism, including: notifying parents, loss of credit for the assignment or test, possibly lowering of the student's term grade or other classroom management plan steps. Repeated offenses may result in a referral to the administration and other school discipline up to and including loss of credit for the course and removal from the class.

Includes use of prohibited information, i.e. answers for individual class work assignments and tests, distribution and possession of information and in some cases copyright violations. Individual teachers may establish parameter with administrative approval.

First offense:

1. Assign grade of fail for that particular assignment/test.
2. Conference with teacher/student/administrator.
3. Parents notified.

Second offense: From same class or any other class.

1. Student may be dropped from class with grade of fail.
2. Suspension until parent conference.

CLASSROOM BEHAVIOR:

Teachers will inform students of their expectations for appropriate classroom behavior.

This is the procedure teachers will follow when students are disruptive:

First offense:

1. The teacher will discuss the inappropriate behavior with the student.

Second offense:

1. The parent will be contacted by the teacher about the inappropriate behavior if it continues.

Third offense:

1. Student will be referred to administration. Discipline may include conference, detention or suspension.

Fourth offense:

1. Suspension up to 10 days pending conference with student, parent, teacher, administration, and counselor.

DANCES, SPORTING EVENTS, SCHOOL ACTIVITIES:

Attending school dances, athletic events, and related school activities is a privilege not a right. The privilege of attending activities may be revoked for violation of school rules while at such activities.

First offense:

1. Suspension to attend activities up to the remainder of the school year.

DISRUPTIVE BEHAVIOR

Behavior that disrupts the learning environment (classroom, hallways, cafeteria, etc.).

First offense:

1. Staff intervenes at appropriate level.

Second offense:

2. Detention/Suspension, parent conference as needed.
2. Suspension, parent contact.

Continued offenses:

1. Suspension with parent conference, possible behavior contract or disciplinary hearing.

DRESS AND GROOMING:

Dress Code (see Board Policy **JFCA**):

Dress and grooming shall not disrupt or cause material interference to the educational environment.

Any attire, decal or item that is profane, suggestive, vulgar, contains sexual innuendo, or advocates/advertises the use of tobacco, alcohol, or drugs, is in conflict with our programs and curriculum will be inappropriate to wear or have such items to school or school activities.

Clothing that promotes discrimination, racism, or prejudice or is adorned with weaponry would be inappropriate for school.

Clothing that does not cover sufficiently is not allowed (**no underwear or undergarments may be exposed**). This includes:

- a. Backless, strapless, tube, off-the-shoulder, or halter tops, muscle shirts, spaghetti straps, or shirts/tops with straps too narrow to cover undergarments.
- b. Shorts or skirts that do not cover to the mid-thigh area.
- c. Tops or shirts that show bare midriffs or that have low necklines.
- d. Pants are to be worn at the waist level. It is expected that pants be worn in a manner that does not expose underwear, midriff, or buttocks

Items that present a safety hazard are not allowed. These include spiked accessories and chains (i.e. wallet, key, security, dog chains, etc.). When students are involved in specialty activities, their dress and grooming shall also not cause a disruption to the school environment or violate safety concerns.

Wearing, possessing, displaying any item that is gang-related is prohibited. Such items include:

- a. Bandanas or do-rags of any color (if gang affiliated).
- b. Hats or altered hats representing gang affiliation.
- c. Buckles or belts that are gang related.

Hats are permissible to be worn at school as long as they do not cause a disruption.

Hoods are to be down while inside the building and in the classroom for student safety and identification purposes. Other articles that prevent identification (i.e. masks, sunglasses, etc.) are also prohibited.

DRESS CODE VIOLATIONS

Dress code violations:

First Offense:

1. Student will be sent to the main office/administration.
2. Students wearing any clothing or apparel considered inappropriate will be asked to change, cover up or remain in ISS for remainder of the day or be sent home. (ORS 332.107, OAR 581-021-0050)

Second Offense:

1. Student will be asked to change or cover up, suspension up to 3 days.

Continued Offenses:

1. Suspension until parent conference (See Willful Defiance Insubordination).

DRUGS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES:

It is illegal for a student to be involved in the distribution, providing, use, possession, or under the influence of alcohol, illegal drugs, imitation drugs, inhalants or narcotics in any form on or around school property or at any school activity. It is also unlawful to possess, use or distribute drug paraphernalia, OR MISUSE OR DISTRIBUTE PRESCRIPTION MEDICATIONS.

USE / POSSESSION AND POSSESSION BY CONSUMPTION:

First offense:

1. Ten (10) school days suspension; Parent contacted.
2. May be reduced to three (3) school day suspension with a confirmed date for a drug/alcohol assessment (paid for by the student and/or parent).
3. Law enforcement will be contacted, student may be cited.

Second offense:

1. Ten (10) day suspension pending outcome of a mandatory Disciplinary Hearing.
2. Law enforcement will be contacted, student may be cited.
3. Parent will be contacted.

DISTRIBUTION, PROVIDING, SELLING:

First Offense:

1. Law enforcement will be contacted, student may be cited.
2. Suspension of ten (10) school days pending a mandatory Disciplinary Hearing.
3. Parent will be contacted.

ELECTRONIC INFORMATION:

The use of the network is a privilege not a right.

First and Subsequent offenses:

1. Inappropriate use of the Internet, use of electronic information resources or computers will result in loss of Internet and computer privileges. If found in violation of local, state and federal laws and violations student will be referred to local law enforcement.
2. Other academic consequences may apply.

FIGHTING:

Fighting on school grounds or at school activities (mutual combat). This includes any provocative action or speech by either participant, or other party, which has the effect of escalating the conflict.

First offense:

1. Up to and including (10) school days suspension; possible Disciplinary Hearing.
2. Parent conference will be required before student is allowed to re-enter school.
3. Law enforcement may be contacted.

Second offense:

1. Suspension for up to (10) school days.
2. Parent conference is required before student is allowed to re-enter school.
3. Law enforcement may be contacted.

Third offense:

1. Suspension for ten (10) school days.
2. Formal Disciplinary Hearing.
3. Suspended until disciplinary hearing or expulsion occurs.

FORGERY:

Forgery is false making or alteration of a written or printed document of another person's name or signature or changing a document to reflect personal gain. This could also be considered a form of plagiarism.

First offense:

1. One (1) day in-school suspension and parent conference, written notes will no longer be accepted.

Second offense:

1. Up to a three (3) day suspension.

GANG ACTIVITY / CONDUCT:

Any student promoting gang involvement or activity through their attire, verbal language or nonverbal gestures (graffiti, etc.) is in violation of school rules. (**Policy KGB applies**)

First Offense:

1. Suspension up to ten (10) school days.
2. Disciplinary Hearing for expulsion may apply.

HALL PASS VIOLATIONS:

Hall pass violations will be dealt with by the individual classroom teacher until such time as a referral needs to be made to the administration. Teacher consequences may include detentions, loss of hall pass privileges or referral to the office for repeated offenses.

HARASSMENT/DISCRIMINATION:

This rule applies to all behaviors that contribute to a “Hostile Educational Environment” for students or staff. This would include harassment, sexual harassment, coercion, bullying, intentional social isolation, spreading negative rumors or extortion. In cases where an allegation of harassment is made by a student(s) to administration, North Lake School Board policies **JBA-GBN and JFCF-AR and JFCF/GBNA** and others requires investigation and application of district disciplinary procedures as appropriate. The burden of proof lies with the accuser and those conducting the investigation. The district has the authority to report students in violation of this policy to law enforcement officials.

First offense:

1. Suspension up to ten (10) school days.
2. Parent conference required.

Second offense:

1. Suspension and/or mandatory Disciplinary Hearing.

HORSEPLAY:

Students who are pushing/ grabbing students in an inappropriate manner or use water inappropriately (squirt guns, water balloons, water bottles, water spitting), playing word games, etc. may receive disciplinary consequences as appropriate.

INSUBORDINATION/DISORDERLY CONDUCT/WILLFUL DISOBEDIENCE:

Direct and immediate refusal to comply with reasonable adult instruction within a specified period of time. Students are required to, “comply with the rules.....and submit to the teacher’s lawful authority.” **ORS 339.250 (1)**. It is intended that this policy give latitude to the staff in dealing with this type of behavior. Teachers will provide appropriate consequences within the classroom whenever possible. Severe or repeated offenses will be handled as follows:

First offense:

1. Removal from the classroom or activity for a period determined by the classroom teacher and the administration
2. Detention and/or up to 10 day suspension, parent contact.

Second offense:

1. Suspension up to ten (10) school days.
2. Discipline hearing may be required.

Third or more offences:

1. Suspension of a minimum of five (5) to ten (10) school days

2. Possible removal from class.
3. Possible Disciplinary hearing.

MOTOR VEHICLE (STUDENT AUTOMOBILES/PARKING):

- A. Having a vehicle on campus is a privilege not a right; the privilege will be revoked if abused. Students who are licensed drivers may drive their cars to school and park them in the student parking lot.
- B. All other parking areas are off limits for students during the school day.
- C. All state traffic laws are in effect on school property at all times - day or night (**ORS 332.445**).
- D. All cars should be locked while parked at school and vehicles must be parked properly within the lines.
- E. Students who cannot drive safely, or park correctly, may lose their parking privileges, be cited by the sheriff, or even have their cars towed at the owner's expense. Vehicles that display decals with language or pictures that would violate our dress code (if worn as clothing) will also not be allowed on campus.
- F. The speed limit is 10 MPH on campus.
- G. Do not block fire lanes.
- H. There is a need to strictly regulate the going to and coming from the parking areas so the undesirable and unauthorized persons can be kept off campus, student and staff property can be made more secure, and other violations of school rules in the parking areas can be kept to a minimum.

PARKING VIOLATIONS:

Violations include, but are not limited to improper parking, speeding, careless driving, clinging to the exterior of the vehicle or riding in pick-up beds.

First Offense:

1. Warning review of rules, parent contact.
2. Suspension of driving privilege on campus may apply.

Second Offense:

1. Suspension of driving privileges time to be determined
2. Possible Law Enforcement Referral.

Third Offense:

1. Driving privileges revoked for remainder of school year
2. Law Enforcement Referral.

PUBLIC DISPLAY OF AFFECTION (PDA):

Eye messages, hand holding and a brief hug are the only acceptable forms of demonstrations of affection. Unacceptable behavior includes prolonged embraces and/or kissing, inappropriate touching, laying together or on each other. Verbal warning will be given. If the behavior continues, parents will be contacted and/or discipline assigned by the office.

First offense:

1. Warning to both parties, review of rules, detention may apply.

Second offense: (or refusing to separate to staff satisfaction,
INSUBORDINATION MAY APPLY)

1. Lunch detention, parent notification.

Third offense:

1. Up to 1-3 days suspension, parent conference.

SWEARING, VULGARITY, OBSCENE BEHAVIOR AND PROFANITY:

Using profane, vulgar, contemptuous language for the purpose of degrading the dignity of another person, language that is offensive to another person and using words not acceptable in a school environment or mixed gender, is not appropriate in classrooms, hallways, or on school property. Harassment guidelines may apply where warranted.

In Conversation

First offense: Verbal reprimand; staff intervenes at an appropriate level.

Second offense: Suspension up to three (3) school days and parent conference.

Third offense: Suspension of five (5) school days. Possible Disciplinary Hearing

Directed at another Person

First offense:

1. Suspension up to 1-3 school days.
2. Possible behavior contract and parent contact.

Second offense:

1. Suspension up to ten (10) school days and parent conference.

Third offense:

1. Disciplinary Hearing may be scheduled.
2. Suspension up to ten (10) school days.

Directed at Staff

First offense:

1. Parent contact.
2. Removal from class for a period of time to be determined by the staff member and the administration.

TARDY POLICY:

In a school our size and with 5 minute passing periods – there should be no unexcused tardiness. In most cases the individual classroom teacher will set their own policy for unexcused tardies. In cases where tardies are chronic throughout the day and from class to class the following guidelines may apply:

1. When tardies occur throughout the day and in most classes the administration will intervene.

THEFT:

Theft is taking another person's property without consent.

Major theft (loss valued at \$50 or more)

First Offense:

1. Law enforcement will be contacted, student may be cited.
2. Up to ten (10) school day suspension.
3. Disciplinary hearing may be held.
4. Restitution will be made by student and/or parent.

Minor theft will result in:

First offense:

1. Suspension up to three (3) school days.
2. Law enforcement will be contacted.
3. Disciplinary hearing may be held.
4. Restitution will be made by student and/or parent.

THREATENING SPEECH OR CONDUCT TOWARD OTHERS (includes threats of violence): Also refer to section on Harassment, Fighting, Assault and Discrimination. (NLS Policy JFCM applies)

First offense:

1. Up to ten (10) school days suspension
2. Parent conference required.
3. Law enforcement may be contacted.
4. A Disciplinary Hearing may be required.

THROWING ITEMS:

(Coins, snowballs, snow or ice, or any object capable of causing injury, on school grounds)
Parents of students injuring another may be held responsible for all medical bills and/or damage.

First offense:

1. Intervention at appropriate level by staff

Second offense:

1. Suspension
2. Parent conference required before re-entering school.

Continued offenses:

1. Suspension up to ten (10) school days and a possible
2. Disciplinary hearing.

TOBACCO ON SCHOOL GROUNDS (ORS 431.840):

Possession, distribution, use of tobacco on or around school grounds or at school activities.
(Imitation or look-alike products carry the same school consequences. Lake County Juvenile Justice is not contacted).

First offense:

1. If under 18, Lake County Juvenile Justice Department will be contacted via Law Enforcement with possible citation.
2. Parents notified.
3. Suspension up to three (3) school days.

Second offense:

1. Suspension up to five (5) school days, parents notified.
2. If under 18, Lake County Juvenile Justice Department will be contacted, possible fine by law enforcement.

Third offense:

1. Suspension up to ten (10) school days.
2. If under 18, Lake County Juvenile Justice Dept. will be contacted and student may be cited by the Lake County Sheriff
3. Possible expulsion, pending mandatory Disciplinary Hearing.

TRUANCY:

An unexcused absence results from a student's failure to comply with school attendance rules and falls under the consequences of school disciplinary action.

Note: Refer to **Attendance Procedures** for additional Truancy guidelines and definitions.

First Truancy:

1. Parent contact.
2. Lunch detention or ISS.

Second Truancy:

1. Parent contact.
2. Suspension (1-3) school days, possible attendance contract

Third Truancy:

1. Parent contact.
2. Suspension (3-5) school days, attendance contract

Continued Truancies:

1. Parent conference
2. School action deemed appropriate including possible alternative placement and/or removal from class or school.

UNSAFE BEHAVIOR:

Unsafe behavior is any intentional behavior that endangers students or staff. Student may be dropped from the class and/or suspended up to ten (10) school days for serious violations.

UNAUTHORIZED/UNSUPERVISED AREAS/ LOITERING ON SCHOOL

GROUND: The school staff is required to provide an adequate level of supervision to students during the school day and at school activities. It is a violation to be in restricted or unsupervised areas of the school or school property. Students should ask if they have any questions about particular areas.

First offense:

1. Warning to students, parents notified and detention or ISS assigned if appropriate.

Continued offenses:

1. Will result in ISS, suspension or other consequence.

VANDALISM:

Including computers and technology. Vandalism is the willful, ignorant or malicious defacing or destruction of property and will result in:

First and/or subsequent offenses:

1. Suspension up to ten (10) school days.
2. Restitution for damaged property must be made in a timely manner by student/parent.
3. Disciplinary hearing may be held.
4. Law enforcement may be contacted and the student may be cited.
5. Parent will be contacted.

WEAPONS:

- A. Board Policy JFCJ applies.
- B. No student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity.
- C. Weapons include, but are not limited to the following: firearms; any knife, regardless of blade length; cutting or stabbing instruments; explosive devices; fireworks, noxious or irritating gasses, poison, live ammunition and electrical-mechanical devices.
- D. Any object may be considered a weapon if it is used or intended to be used to cause bodily harm.
- E. It is a violation of federal law for a firearm to be in a vehicle on, or in the proximate

vicinity of school property. This rule applies to look- alike weapons or other objects that are represented as dangerous weapons.

Possession of dangerous weapons on school grounds, including inside vehicles, will result in:

First and/or Subsequent Offenses:

1. Up to ten (10) school days suspension and possible disciplinary hearing, this may result in a recommendation for expulsion up to 1 school year.
2. Law enforcement will be contacted, student may be cited or arrested.
3. Mandatory immediate removal from school in accordance with Safe School protocol.
4. Parent will be contacted.

I. NORTH LAKE J.H. / H.S. COMPLAINT PROCEDURE:

It is our philosophy that complaints need to be handled at the appropriate level. We work hard to have open lines of communications so students, parents, and other patrons of the district believe they have an avenue to be heard. Our complaint procedures have multiple in-building levels for appeal. Due to the variety of complaints that can be received at school, we have a variety of procedures that we implement.

Note:

The procedures discussed above are directed at solutions at the lowest levels of involvement. More serious issues and complaints may need to be submitted in writing.

Board policy **KL and KL-AR**, other related policies, specific administrative regulations and contract language will also direct our efforts in dealing with personnel conflicts.

1. COMPLAINT ABOUT A STUDENT GRADE AND/OR CLASS ASSIGNMENT:

If a student and/or parent have a complaint regarding a student grade and/or class assignment they should:

- a. Contact the teacher and express concern. Work with the teacher to resolve concern.
- b. If it is not resolved at the teacher level, you may contact the administrator.
- c. If the concern is not resolved at the building level, it could be appealed to the School Board.

2. COMPLAINT ABOUT A TEACHER or STAFF MEMBER:

If a student and/or parent have a complaint regarding a teacher they should:

- a. Step one is to always meet with the teacher or staff member first. If you feel that the issue has not been resolved, then contact the administration.
- b. The administrator will work with the student, parent, teacher or other staff member to try and resolve the concern.
- c. If the concern is not resolved at the building level, it could be appealed to the School Board.

3. COMPLAINT ABOUT A DISCIPLINARY ACTION:

If a student and/or parent have a complaint regarding a disciplinary action, they should:

- a. If the disciplinary action was taken by the teacher the parent should speak to the teacher involved.
- b. If the disciplinary action was taken by the administration the parent should speak to the Principal.
- c. All appeals go through the Principal/Superintendent.
- d. Parents may appeal the Superintendents decisions to the School Board..

4. ATHLETIC COMPLAINTS:

If a student and/or parent have a complaint that is athletic in nature they should:

- a. Express their complaint to the coach who will work with the student and/or parent to resolve the concern.
- b. If the student and/or parent are not satisfied, they may contact the athletic director who will work with them to try and resolve the concern.
- c. If the student and/or parent is still not satisfied, they may contact the principal who will work with them to resolve the concern.
- e. The Principal/Superintendents decision may be appealed to the School Board.

5. MISCELLANEOUS COMPLAINTS:

If a student and/or parent have a miscellaneous complaint, they need to express the complaint to the administrator who will direct the complaint to the appropriate person who will work with them to resolve the complaint.

J.Bus Rules and Consequences

OAR 581-053-0010

Rules Governing Pupils Riding School Buses and School Activity Vehicles

- (1) Pupils being transported are under authority of the bus driver.
- (2) Fighting, wrestling, or boisterous activity is prohibited on the bus.
- (3) Pupils shall use the emergency exit only in case of emergency.
- (4) Pupils shall be on time for the bus both morning and evening.
- (5) Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- (6) Pupils shall not bring animals, except approved assistance guide animals on the bus.
- (7) Pupils shall remain seated while bus is in motion.
- (8) Pupils may be assigned seats by the bus driver.
- (9) When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- (10) Pupils shall not extend their hands, arms, or body parts through bus windows.
- (11) Pupils shall have written permission to leave the bus other than at home or school.
- (12) Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- (13) Pupils shall not open or close windows without permission of driver.
- (14) Pupils shall keep the bus clean, and must refrain from damaging it.
- (15) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- (16) Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.
- (17) Rules Governing Pupils Riding School Buses and School Activity Vehicles must be kept posted in a conspicuous place in all school buses, type 20, and type 21 activity vehicles.

BUS DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. **First Citation - Warning*:** The driver verbally restates behavior expectations and issues a warning citation*. The driver may assign the student to a particular seat.
 2. **Second Citation*:** The driver verbally restates behavior expectations and issues a warning citation*. The driver may assign the student to a particular seat. A parent contact will be made.
 3. **Third Citation* of the year:** The student receives a suspension from the bus for a period of time to be determined. The student will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver and the transportation supervisor. Further violations of bus regulations will be considered a severe violation.
 4. **Severe Violations:** Any severe violation may result in the immediate suspension of the student for a period of time to be determined up to one year. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
 5. In all instances, the appeal process may be used if the student and/or parent desires.
- * All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

Definitions:

“Suspension: means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

Parent / Student Acknowledgement

I have received and read the 2016-2017 North Lake Student Handbook.

By signing and returning this document to my son/daughters Homeroom Teacher I am affirming that I understand the procedures, rules, expectations that are in place for North Lake School.

By signing I am also aware of the attendance, behavior and discipline guidelines as well as school transportation rules and guidelines that are in place and that my son / daughter will be held accountable for.

Students Full Name: _____

Grade: _____

Signature of Parent: _____ Date: _____

Signature of Student: _____ Date: _____

PLEASE RETURN TO YOUR HOMEROOM TEACHER