

**HOOD RIVER VALLEY HIGH SCHOOL
STUDENT/PARENT HANDBOOK AND CALENDAR
2005-2006**

*The mission of Hood River County School District is:
To provide an educational system of excellence, effectiveness, and fiscal
accountability, allowing all students the opportunity to gain a competitive
advantage in a global community.*

**1. HOOD RIVER VALLEY HIGH SCHOOL
CODE OF CONDUCT**

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

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

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

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying or menacing (Policy # 9775);
3. Coercion*;
4. Violent behavior or threats of violence or harm*;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*/**;
7. Vandalism/Malicious Mischief;
8. Sexual Harassment;
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Theft;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules;
15. Public displays of affection.
16. Violation of dress code.
17. Violation of academic honesty policy.

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

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.
A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

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

** In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

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2. DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

Detention

A student may be assigned to in-school detention (ISD) for truancy, excessive tardies, or minor classroom misconduct. In-school detention takes place during the regular school day and is counted as an excused absence. Students assigned to in-school detention can work on schoolwork during this time. Every reasonable and prompt effort will be made to notify the parents of a detained student.

A student may be detained outside of school (OSS) hours for not more than three hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up for credit only if the work missed reflects curriculum or assessment over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

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

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook. (Policy #9301).

Students with an IEP may have additional protection and procedures relating to discipline. Refer to page 15.

Searches

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule or the Student Code of Conduct is present in a particular place or situation.

District-owned storage areas assigned for student use, such as lockers, desks and parking lots, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Questioning

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law

enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

3. ATTENDANCE

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.

Absences and Excuses

Within 48 hours of returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence, or the parent must call the attendance office to excuse their student's absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

A student who must leave school during the day must bring a note from his/her parent or the parent must call the attendance office to excuse the student. A student who becomes ill during the school day should, with the teacher's permission, report to the attendance office. The office personnel will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

Make Up Work

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent for 2 or more consecutive school days.

All students may make-up missed assignments and tests as a result of excused absences. Excused absences include illness, medical appointments, school activities and pre-excused absences. Make up work shall not be provided for more than 10 consecutive school days per semester. It will be at the teacher's discretion whether to give the make-up work before or after the absence.

Students with unexcused absences may not receive credit for make-up work. Unexcused absences include truancy, out of school suspension, and personal business.

Students who miss 10 consecutive days of school will be withdrawn from enrollment. (ORS 339.065) Teachers may provide no more than 5 days of class assignments when a student withdraws from school and intends to return to school.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for more than half a day, for other than a school related function, will not be allowed to participate in school-related activities on that day or evening. Exceptions will be made for family emergencies, doctor and dentist appointments that last for more than half a day.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

Truancy/Unexcused Absences

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, or ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine up to \$150 as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the Superintendent or Designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Grade Reduction/Credit Denial

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. This information is included in class syllabus.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

Grade reduction or credit denial determinations may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Due process is available to the student when the grade is reduced or credit denied for attendance rather than for academic reasons;

4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability; or
 - c. An excused absence, as determined by the district's policy.

Each school that chooses to reduce student grades or deny credit based on lack of attendance will develop a written procedure and communicate the procedure to parents, students and staff.

District Personnel Complaint

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 30 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Students with Disabilities Complaint

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the assistant superintendent.

Sexual Harassment Complaint

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

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

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

Refer to page 16 for complaint procedures.

4. GENERAL INFORMATION

The School Day

School begins at 8:15 a.m. and ends at 3:05 p.m. on a standard schedule. School begins for all students on Tuesday, September 6, with registration. Freshmen have classes and orientation on Wednesday, September 7, and all students have classes beginning on Thursday, September 8. School ends on Thursday, June 15, 2006. To provide the best quality instructional setting for students, Hood River Valley High School offers an eight period block schedule. This format offers classes in 89-minute blocks on alternate days (A- days, periods 1 through 4; B-days, periods 5 through 8). The longer class periods allow for many additional academic opportunities for students at all grade levels.

See inside front cover of this handbook for alternate schedules.

Lockers

Each student will be assigned a locker. The locker is loaned to the student, and remains the property of the school. Any damages to the locker will be charged to the student. Students should expect that school authorities from time to time will inspect student lockers, without prior notice, to assure that such areas are sanitary, safe, and not being used for illegitimate/illegal purposes. Please remember that lockers are school property and are subject to search.

Protecting Personal Property From Theft

If a student's personal belongings are stolen at school, he or she should report the theft to the teacher in charge and then immediately complete a theft report in the main office. If items are stolen from or damage is done to a student's vehicle, the student should report the loss or damage to the sheriff. **HRVHS is *not* responsible for items missing from locker, locker rooms, classrooms or vehicles on our campus.** The school district is not insured for these kinds of losses. Therefore, students:

1. Must watch their possessions and always lock their lockers.
2. Are asked to leave large amounts of cash and valuables at home.
3. Must **never** give the locker combination to anyone else, with the exception of a locker partner.

DRESS and GROOMING CODE

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

In general, student clothing must be clean, safe and non-distracting to the educational process. Shoes and shirts must be worn at all times.

The following are not allowed at school:

1. Clothing or accessories that advertise or displays alcohol, tobacco, illegal drugs, sexual preferences or statements, or promotes violence or racism.
2. Clothing or accessories that are associated with gangs.

3. Clothing that is too "revealing" (low-cut tops or pants.)

The balance between individual expression and a community's values is not always easy to strike. Hood River Valley High School's dress code centers on clothing that "disrupts the educational process or constitutes a threat to the safety and welfare of others". Generation gaps, culture and changing perspectives, all make "acceptable" clothing a moving target.

Teenagers are very aware that fashion projects image and identity. Parents and students should discuss the image projected by clothing choices. What kind of image is the student projecting? What kind of image does the student **want** to project? Is the outfit being worn more appropriate for school or Saturday night? Create opportunities to discuss clothing styles and the messages they communicate. Remember, the media plays a huge role in a student's choices, but families are still the most important source of values!

Personal Technology and Amplified Music

Cell phones, pagers or any other new personal technology device that may be a distraction is strictly regulated and may not be used during class or at any school function. Cell phones in particular must remain off during class and are subject to confiscation. Students may use cell phones before school, after school, and at lunch. HRVHS students may not use portable amplified music that is audible to others. This includes boom boxes and portable stereos. Personal CD and cassette players with headphones will be allowed in the classroom only with the permission of the instructor. Teachers have the authority to confiscate the items which may be reclaimed in the Main Office at the end of the day.

Visitors Policy

Hood River Valley High School is a closed campus. In order to maintain the educational climate of our classrooms, students from other schools, or friends of our students, are not allowed on campus during school hours. Graduates or former students may visit staff after school or with **prior approval** during lunch. Guest speakers making classroom presentations must have prior approval from the classroom teacher. Parents of our students are welcome at any time. **All visitors must sign in and get a visitor's pass from the Main Office, at which time they will be escorted to the classroom.** Unauthorized individuals will be required to leave and repeated incidents will result in criminal trespass charges.

Dance Regulations

- Students must bring valid ASB card to all dances.
- Students must arrive within the first hour of the dance.
- Once students have entered the dance, they may not leave and re-enter without permission and escort from the administrator/designee in charge.
- No middle school students are permitted.
- All students must follow all school rules.
- All dances end at 11:00 except Prom, which ends at midnight.

Guests

- No guests are permitted at after-game dances.
- Only students in good academic and behavior standing may bring guests to other dances such as Prom and Homecoming.
- Students must obtain a guest pass from the Main Office and return the completed pass 48 hours before the beginning of the dance.
- No guest over the age of 20 may attend any dance sponsored by HRVHS.

Associated Student Body (ASB) Cards

All students are required to have their picture taken during registration for identification purposes. A make-up day will be provided during the school year for those students who cannot attend registration.

Winter Weather, Road Conditions and School

Most of Hood River County's students get on our school buses at over 1500 bus stops in the county. Over 500 students walk to school. We rely on parents to check the safety of the bus stops and their students' walking route to school to be sure that students are safe.

Checking the safety of the students' route to school is especially important in winter because weather in the Gorge can be quite challenging! Each family needs to decide if the weather or road conditions are not safe FOR THEIR STUDENTS, considering the students' maturity and clothing, as well as the weather, and route to school.

The expectation in Hood River County School District is to hold school EVERY DAY that we can safely transport students, and that our staff in their winterized vehicles can get to work safely. This expectation may be different than other places where you have lived.

Parent Choices: Road conditions, and walking or bus stop conditions vary from place to place in the county. Some days, parents may wish to keep their students at home because of bad weather or road conditions, even when schools are open. Here are some options:

1. Transport your own students to school later in the day when you feel it is safe.
2. Keep your student at home for the day.

In both cases, ABSENCES ARE EXCUSED if parents provide a written excuse when the student arrives at school. Students may make up missed assignments. Athletic practices missed because of unsafe road conditions will NOT be penalized.

Student Transportation

When weather and road conditions are a concern, school district staff gathers information from a variety of sources to decide if it is safe to transport our students to and from school. OUR FIRST CONCERN IS THE SAFETY OF STUDENTS AND STAFF. Our school buses are well equipped for winter roads and our drivers are trained to drive in all kinds of weather. We know that it is safer for students to ride on a school bus than to drive themselves to school. We encourage beginning drivers to take the bus when road conditions are poor.

Delayed Start or School Closure Information:

Decisions to delay or close school are normally made at 5 a.m. each school day, and are posted by 5:30 a.m.

541/386-2511 (message on delayed starts and closures)

KIHR Weather and Snow line: 386-1336

Parkdale Snow line: 352-5202

www.flashnews.net

Portland TV stations

Closing School Before the End of the Day: Parents are responsible to have child care arrangements when school starts late or closes early. Please be sure the child and school principal know about these arrangements. Announcements of early closing will be made through the radio, TV stations, and phone numbers shown above. Closing school before the end of the day may present serious problems for younger students and this option will be used rarely.

Emergency Messages

If parents need to deliver messages to students, they should call the Main Office. The message will be delivered to the student at the end of the class period. If an emergency exists, inform the receptionist and the student will be contacted immediately. The high school will only take messages from family members. We cannot accept messages from employers or other students.

Off-Site

If juniors and seniors are on track for graduation, they may, with parent permission, request the privilege of being off-site for part of their school day. The number of off-sites will be limited to two unless a student has met the reading and math CIM knowledge and skills benchmark score of 239 or received administrative approval. Parents, counselors and administration must approve all off-site requests. Students with off-site passes may lose this privilege if they transport unauthorized students. Students who are granted off-site passes must leave campus during their off-site.

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5. ACTIVITIES AND ATHLETICS

Students are encouraged to get involved. Activities offered at HRV include: Art Club, Culture Club, Drama Club, Earth Club, Electric Car Club, Equestrian Club, French Club, FBLA, FFA, Leo's Club, Lettermen's Club, MeChA, National Honor Society, OSSOM, Science Club, Skills USA and Student Firefighters. Club applications and renewals must be submitted for approval to the Activities Director prior to the last school day in **September** each school year. Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, La Crosse, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball and Wrestling are athletic opportunities offered to students.

Athletic/Activities – Goals

- To create motivation for students to reach high academic standards.
- To establish a program that provides support for underachieving student athletes.
- To minimize punitive measures and focus on academic success.
- To instill pride by maintaining high standards for student athletes.

Academic Eligibility

To participate in HRVHS activities and/or athletics students must:

1. Be enrolled in and be passing a minimum of 5 classes.
2. Have passed 5 classes the previous semester.
3. Maintain a 2.0 GPA with no F's. Grades will be checked at the end of each quarter.

Contracts

All participants must sign a participation contract each season. This contract outlines rules and penalties and is signed by student and parent. In addition, proof of insurance, current physical, emergency treatment form, and fees must be returned to the Athletics/Activities Office before a student athlete may practice or compete. Students who participate in both athletics and activities must sign separate contracts.

Athletics User Fee

The Athletic User Fee required for a student participating in athletics is \$65.00 per sport. Students participating in athletics must carry accident insurance or purchase school insurance. Students who qualify for free or reduced lunch may pay a reduced user fee. Information is available in the Athletics/Activities Office. **All fees must be paid and required forms completed prior to the first day of practice.**

Continued on page 17.

<p style="text-align: center;">OREGON TOBACCO QUIT-LINE (Line is staffed 7 days/week, from 5:00 a.m. to 9:00 p.m.)</p> <p style="text-align: center;">English: 877-270-7867 Spanish: 877-266-3863</p>
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6. ACADEMIC INFORMATION

Educational Information

Hood River Valley High School encourages each student's pursuit of skill development, learning, and excellence through a range of classes and programs designed to help students:

- Meet or exceed the graduation requirements for Diploma, Certificate of Initial Mastery, Certificate of Advanced Mastery and/or Career Pathway Certificate.
- Develop academic and social skills.
- Achieve further technical and academic training, and career pursuits.
- Pursue personal interests.

Students receive .5 credit for completion of each semester class with a "D" or better. Official grades and credits are reported at the end of each semester, becoming a part of the student's permanent transcript record. In addition, quarter reports indicating a student's grade at mid-semester are mailed home. Grades are reported on an A-F scale; report cards may also include information about a student's behavior, attitude and responsibility. All teachers communicate advisory grades to students at the midpoint of each quarter, and send Danger of Failure letters to parents of students who are not making satisfactory progress.

Homework is required in most classes. Parents can help their students by:

- ♦ providing a quiet place and time to study
- ♦ helping students with organizational and study skills
- ♦ limiting excessive demands of jobs and activities
- ♦ encouraging good health habits
- ♦ showing an active concern for their students' learning
- ♦ ensuring their students attend school regularly

Academic Honesty

Students at Hood River Valley High School are expected to maintain high standards of academic honesty in and out of the classroom. Academic dishonesty is broadly defined as any act that violates the expectations of the teacher in the production of classroom work; homework; or testing (cheating) or misrepresenting another's work as one's own (plagiarizing). Students caught cheating or plagiarizing will lose credit for that

assignment and may receive additional consequences based on the severity of the infraction.

Compounded situations, such as stealing school materials, cooperative planned cheating, or repeated offenses of cheating or plagiarizing, will be subject to the disciplinary policy as a major misconduct, resulting in suspension from school and/or removal from the class. Violations of this policy are cumulative throughout a student's attendance at HRVHS.

Graduation Requirements

To graduate from Hood River Valley High School, students in the class of 2006-2009 must have 26.5 credits. Students should choose classes that:

- Meet state and district requirements.
- Meet further requirements for college admission.
- Provide a foundation for technical training and further training in community college.
- Develop specific job skills and career readiness.
- Allow students to study an interest area in depth.

The quality of a student's high school education will be determined by the decisions and choices made; careful planning and proper selection of course electives will enhance the student's education and better prepare him or her for the future.

Students who graduate in 2006 must earn the following credits:

ENGLISH	4.0
MATHEMATICS	2.0
SCIENCE	2.0
PHYSICAL EDUCATION	1.0
HEALTH	1.0
SOCIAL SCIENCE (Global Studies 1 and 2, History, Geography, Government, Economics)	4.0
FINE ARTS, APPLIED ARTS OR SECOND LANGUAGE	1.0
CAREER EDUCATION	1.0
COMPUTER APPLICATIONS	1.0
PLANNED COURSES (electives)	<u>9.5</u>
TOTAL	26.5

NOTE: College bound students must complete an additional credit in mathematics, and 2 years of second language as required by the Oregon University System.

Diploma Requirements (Reference Board Procedure 8470)

- HRVHS DIPLOMA:** 20 or more credits earned on campus.
- COUNTY DIPLOMA:** Less than 20 credits earned on campus.
- MODIFIED DIPLOMA:** 13 or more credits in courses with significantly modified curriculum and assessment.

CERTIFICATE OF ATTAINMENT: Credits earned in a specially designed program not meeting state standards.

HONORARY DIPLOMA: One year successful attendance at HRVHS as an exchange student.

CIM Requirements

All students will work toward meeting the requirements for their Certificate of Initial Mastery or other appropriate benchmark goal. Students must meet benchmark levels on test scores and complete CIM work sample requirements that meet state and district standards in order to earn a CIM.

Benchmark test scores required to earn a Certificate of Initial Mastery:

- Reading, Math, and Science Knowledge and Skills tests - 239 or above
- Writing Performance test – 40 or above

Students may earn a CIM any time in grades 9-12 upon completion of all requirements.

SPECIAL PROGRAMS

Bilingual Students

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school’s language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the Assistant Superintendent in charge of Special Education.

Title I Services

Schools eligible for Title I funds provide special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

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:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. 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;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. 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.

Talented and Gifted Students

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

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

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

TAG Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Continued on page 18.

7. TRANSPORTATION OF STUDENTS

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.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

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

Disciplinary Procedures for Violations of Transportation Rules

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

First Offense: Driver shall complete a warning Bus Conduct Report. Student shall have the warning slip signed by parent and school administrator and return it to the bus driver. A copy is filed with the transportation supervisor.

Second Offense: Driver shall complete a Bus Conduct Report. The student is suspended from riding any school bus for three school days.

Third Offense: Driver shall complete a Bus Conduct Report. The student is suspended from riding any school bus for ten school days. Student or parent/guardian may request a review of this decision as described in the Hearing/Appeals process below.

Fourth and Subsequent Offenses: Driver shall complete a Bus Conduct Report. The student is suspended from riding any school bus for a period to be determined by a formal hearing as described in the Hearing/Appeals process below.

Exceptions: A student will be immediately suspended from riding any school bus until a formal hearing is conducted for severe disruptions or acts of violence including, but not limited to:

1. Acts of violence toward other students or bus driver.
2. Acts of vandalism.
3. Threats to the health or safety of other students or bus driver.

In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

Bus Routes

Parents may look for announcements regarding school bus transportation in the local newspaper. Schedules will be published prior to the opening of school. All changes will be announced prior to the change. **Express route activity buses will depart from Hood River Valley High School at 5:35 p.m. Monday through Thursday.** Parents new to the district seeking information about transportation should call 354-1388 and speak to the Director of Transportation.

Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

PLEASE NOTE: DUE TO LIMITED PARKING AVAILABILITY, ONLY JUNIORS AND SENIORS WILL BE PERMITTED TO PARK ON-CAMPUS DURING SCHOOL HOURS. ALL VEHICLES PARKING ON CAMPUS MUST DISPLAY A CURRENT PARKING TAG. PARKING TAGS ARE AVAILABLE FOR PURCHASE IN THE MAIN OFFICE AND AT REGISTRATION.

Parking Lot Rules

1. Vehicles without proper tag identification will be subject to citations, booting with imposed fine, or towing at owner's expense.
2. **Park cars in authorized parking areas and in lined spaces only. Violations of this rule may result in the car being booted and a fine imposed, the car being towed at the owner's expense, and/or traffic citations issued.** No parking areas include fire lanes (marked in red), van and handicapped reserved parking, bus loading zones, curbs painted yellow, etc.
3. Drive in safe and prudent manner. Students who speed or drive recklessly will be issued a behavioral referral and may lose driving privileges while on the school grounds.
4. Do **not** take students off school grounds that have not been signed out through Attendance. Students are not allowed to leave campus without parental approval and signing out through the Attendance Office, or having an off-site pass for that period.
5. Parking lots are off limits to students during the school day. All necessary materials should be brought inside when students arrive in the morning. Cars are not to be used as lockers.

Students will be fined for parking lot rule violations (Please see Parking Policy for information.)

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

8. TECHNOLOGY USE

Computers and other technology used in instruction provide increased opportunities for active learning for students and more options for achieving district curriculum goals. Technology also represents a set of tools that students will need to master in preparation for successful work and living in the 21st Century.

Parental Permission for Internet Use:

At our school, all students may access the Internet from classrooms, computer lab or library computers during class time and at other times. IF PARENTS DO NOT WISH THEIR STUDENT TO ACCESS THE INTERNET AT SCHOOL, they must complete the Opt-Out of Internet Use form and return it to the Main Office during registration, or within 2 weeks of enrollment for new students.

Responsibilities

Failure to follow district policy, procedure, and administrative regulation when using district technology may result in suspension and/or revocation of the user's access to the technology. Student violations may also result in discipline up to and including expulsion. Students are responsible for knowing and following the Acceptable and Unacceptable Uses of technology in this policy.

HRCSDNet

HRCSD has established HRCSDNet, a wide-area network of computers reaching each school district location and local-area computer networks in each school. The purpose of HRCSDNet is to support and enhance learning and teaching by providing electronic communications and sharing information resources across the district.

Staff and selected students may have access to electronic communication inside and outside the district via HRCSDNet.

Hood River County School District will use technology protective measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual and textual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors.

The District will monitor the on-line activities of minors and deny access by minors to inappropriate matter on the Internet and World Wide Web.

Publishing on the Internet and World Wide Web

Any material created and/or placed on the Internet and World Wide Web using HRCSD resources (hardware, software, server space, personnel), whether or not the material appears with the district or a school name, must serve an instructional purpose and conform to the HRCSD acceptable use policy. Failure by staff or students to adhere to the Instructional Technology Use Policy #8254 and Copyrighted Instructional Materials Policy #8253 and related procedures may result in discipline.

When the personal opinions of students and staff are expressed, notice will be given that the opinions are those of the author(s) and do not necessarily represent those of the school or school district.

All materials related to Hood River County School District and HRCSD schools must be linked to the HRCSD Web page.

Appropriate Use of Technology

Appropriate use of technology includes uses for educational purposes related to the curriculum and activities of district schools. Acceptable use of technology including, but not limited to, computers, software, telephones, Internet, e-mail, fax machines and similar equipment, by staff and students, is for the purpose of:

1. Enhancing educational opportunities for students;
2. Improving employee productivity in their work assignments;
3. Enhancing staff and student ability to communicate with others regarding their HRCSD work.

Such use must be responsible, ethical, efficient, and legal.

Inappropriate and Prohibited Use of Technology Includes:

1. Violations of state or Federal law or regulation, HRCSD Board policies and procedures, or school regulations.
2. Use of HRCSDNet to interfere with or disrupt other users, services or equipment.
3. Use of district resources primarily to benefit a commercial operation or political fundraising and/or political lobbying, except for communication with elected representatives.
4. Propagation of computer worms or viruses.
5. Unauthorized entry to other computational, informational or communications devices.
6. Violations of copyright law.
7. Attempts to intentionally transmit or access any media, or to engage in a conference or e-mail that includes material which is libelous, obscene, indecent, vulgar, profane, lewd, threatening, harassing or insulting.

8. Attempts to intentionally transmit or access any material advertising any product or service not permitted to minors by law.
9. Extensive use for private or personal business.
10. Invasion of the privacy of other users.

Inadvertent Misuse

If a user inadvertently encounters inappropriate or prohibited material, s/he should promptly report the occurrence to the supervisor or teacher in writing.

Continued on page 19.

9. STUDENT EDUCATION RECORDS

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

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

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

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;

12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

Directory Information

"Directory Information" is personally identifiable information contained in a student record, which is not generally considered harmful, or in violation of privacy if released.

The following categories are "directory information" and may be released WITHOUT PARENT/GUARDIAN OR ELIGIBLE STUDENT consent. If the parent/guardian or eligible student do NOT want all the information released without their consent, they must notify the school each year at registration or within two weeks of enrollment. Information not listed will not be released without parent/guardian or eligible student prior written consent, except under circumstances listed under the RELEASE OF INFORMATION WITHOUT CONSENT procedure.

Student name, parent/guardian name, grades and credits received, address, telephone number, date of withdrawal from school, photograph, date and place of student's birth, subjects taken, date of entry into school, schools previously attended, dates of attendance, participation in activities, weight/height of student athlete, degrees and awards received.

Release of Information to Military

The school is required by the NCOBA of 2001 to release names, addresses and telephone numbers of juniors and senior (males and females) unless a parent has 'opted out' of providing such information. The 'opt out' must be done every year prior to October. Forms for opting out will be included in the junior/senior registration packets or in the Summit Career Center.

Student addresses and telephone numbers will only be released for school approved activities. The release of information for commercial use is not authorized. Information will not be released if the purpose will be detrimental to the student or family.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent of the uses for purposes a social security number will be used.

Continued on page 19.

NON-DISCRIMINATION

Hood River County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title 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 have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Hood River County School District Superintendent.

STUDENT CODE OF CONDUCT continued

Discipline of Disabled Students

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

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

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

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

ATTENDANCE continued

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 or designee 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. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. 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/designee's or Board's decision through district suspension/expulsion due process procedures.

Homeless Students

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

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

Placement/Enrollment of Homeless Students

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations

COMPLAINTS continued

Discrimination on the Basis of Gender

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

Education Standards

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. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The [principal] will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Complaint Procedures – Sexual Harassment-

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

- Step I:** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step II:** The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step III:** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
- Step IV:** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.
- Step V:** If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunities Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a

complaint may be obtained through the building principal, compliance officer or superintendent.

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

To the greatest extent possible, confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Transfer of Students

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

General Information continued

Animals

Unless associated with school-authorized programs, no animals of any kind are allowed on campus without administration approval, during school hours or at school activities.

Skateboards, In-Line Skates and Skates

For safety and liability reasons, skateboards, in-line skates, and skates are not permitted on the school grounds at any time. These items will be confiscated and stored in the office until after school when they can be taken home.

Distribution of Materials

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be 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.

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered

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

Posters and Advertisements

Posters must be displayed ONLY on the padded surfaces designed for this use. They may not be taped to glass or stapled to painted surfaces.

Age of Majority

Eighteen-year-old students living at home are considered to be their parents' responsibility and are, therefore, bound by the school's attendance procedures. Students who are eighteen and not living with parents or guardians are considered legally emancipated from parental control. These students may write their own excuses and/or call the Attendance Office, if given permission by administration. These students must follow all procedures and are subject to school discipline policies. Privileges may be revoked if abused.

Mealtime Program

Hood River Valley High School uses the Mealtime System. Every student will have a card with a PIN number. Parents or students can pay by the day, week, month, or even the year. Payment is made in the cafeteria in the morning before school. Families who have more than one student at HRVHS can have their students share the amount they have pre-paid. All students on subsidized meals will automatically have a balance in their account. Breakfast costs \$1.00 and lunch is \$2.25 and can be paid for on an individual basis.

Free and Reduced Lunch Program

Hood River Valley High School participates in the National School Lunch Program. Applications are distributed at registration and are available in the Main Office. If you feel you would qualify for this program, we encourage you to apply.

Infection/Disease Instruction

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

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.

The Business Manager serves as the district's asbestos program manager and may be reached for additional information

Athletics and Activities continued

Dual Participation

Purpose: To allow students/athletes to successfully participate in more than one co-curricular activity during a single sports season.

General Guidelines for dual participation:

1. Prior to the beginning of the activity season, the student/athlete will complete the Dual Participation Application available from the Athletics/Activities Secretary.
2. Dual participation will require the approval of parent(s), activity supervisor(s) or coach(es) and Athletic Director, Activities Director or Principal.
3. If participation in more than one activity creates practice, performance, or game conflicts, a participation schedule will be created by the student/athlete, parents(s), and activity supervisor/coach who will initial the participation schedule. A copy will be maintained by all involved.
4. Any conflicts in the participation schedule will be resolved by the student/athlete and the supervisor(s) or coach(es). The Athletic Director or Activities Director will review unresolved conflicts.
5. The Principal will hear appeals of the dual participation decision. The Principal's decision is final.

Academic Information continued

Alternative Education

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs may include:

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community Service;
8. Independent study;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-district Alternative Education Programs

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

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

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

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

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

Alternative Education Programs - Establishment

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

- | | | |
|----------------------------|--------------------|------------------------------------|
| 1. Goals | 3. Proposed budget | 5. Location |
| 2. Criteria for enrollment | 4. Staffing | 6. Assurance of non-discrimination |

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance is defined in ORS 339.065 as eight one-half days of unexcused absences in any four week period)
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

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

*The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

Talented and Gifted Students continued

TAG Appeals

Parents may appeal the identification process and/or placement of their student in the district’s TAG program as follows:

TAG Informal Process

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

TAG Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student’s file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

TAG Programs and Services Complaints

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

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint.

TECHNOLOGY USE continued

Software Licenses

Use of unlicensed software on district-owned machines or unauthorized copying of district-licensed or school-licensed software is a violation of copyright law and district policy. The user may be subject to discipline. (Policy and Procedures 8253)

Children's Internet Protection Act (CIPA Executive Order, 4/01)

HRCSD will enforce the provisions of the Children's Internet Protection Act when students have access to technology provided by HRCSD or supervised by HRCSD staff. Provisions include:

Internet Filtering: "Measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose."

Staff Supervision: All student use of technology will be under the direct supervision of a staff member who will monitor the online activities of all students, especially: "(1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (4) unauthorized disclose, use, and dissemination of personal information regarding minors."

Report of Violation to School Administration: Staff who supervise student use of technology in schools are responsible for knowing and following the school district's Acceptable Use Policy (AUP). They must report student violations to the school administration.

STUDENT EDUCATION RECORDS continued

Provision for Hearing to Challenge Content of Education Records

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

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

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

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 or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

2005-2006 LEADERSHIP

DISTRICT ADMINISTRATION

Pat Evenson-Brady Superintendent
Connie Kennedy Assistant Superintendent
Marcia LaDuke Assistant Superintendent
Nick Hogan Business Manager

HOOD RIVER COUNTY SCHOOL BOARD

Jan Veldhuisen Virk, Chairperson
Mark Johnson
Jeff Koepecky
Kathleen Malone
Mike Oates
Karen Ostrye
Ramona Ropek

LOCAL COMMITTEE

Leslie Cogswell
Bob Danko
Ellen Mallon

STUDENT LEADERSHIP

Jenna Fisher ASB President
Matt Byrne ASB Vice President

EXECUTIVE COUNCIL

KC Christensen
Alex Evans
Jolie Hobbs
Sasha McHale
Melissa Princehouse
Rachel Schlosser
Anna Smith

SENIOR CLASS

Katie Anderson President
Diana Hernandez Vice President

EXECUTIVE COUNCIL

Jennifer Jefferies
Becky Morus
Taunisha Shelton
Susi Valle

JUNIOR CLASS

Ashlee Jones President
Alfonso Munoz Vice President

EXECUTIVE COUNCIL

Spencer Bailey
Christopher Farro
Nic Ferguson
Kayla Lloyd

SOPHOMORE CLASS

Elliot Dagget President
Victoria Ratcliff Vice President

EXECUTIVE COUNCIL

Alysha Bennett
Christina Brock
Kent Chen
Jennifer Hanners

FRESHMAN CLASS

TBA

ADMINISTRATORS

Steve Fisk, Co-Principal

Martha Capovilla, Co-Principal

Brent Emmons, Vice Principal

TEACHING STAFF

Ayme Allison
Charlene Ames
Tom Ames
Keith Bassham
Jeff Blackman
Nita Bozarth
John Brennan
Mike Butcher
Pete Buttaccio
Dave Case
Evelyn Charity
Dick Charles
David Clarkson
Ted Cramer
Esperanza Culbertson
Ed Fix
Amy Foley
Becky Franks
Dave Fults
Maureen Germain
Carla Gomez
Mary Ann Hay
Rich Hedges
Barbara Hosford
Phil Hukari
John Iremonger
Mary Jackson
Tracy Jackson
Gabriel Judah
Bob Kadell
Michael Kauffman
Joe Kelly
Matt Kennedy
Jessica Koistinen
Rachel Krummel
Steve Labadie
Shalynn Lathrop

Guidance Counselor
Computer Applications
Science/Technology
Social Science
Mathematics/Professional Technical
Agricultural Science
Professional Technical/Social Science
Science
Special Education
English
Social Science
Spanish
Science
Science
ELL
Special Education
Science
High Needs
Social Science
Reading
English
Spanish
Health/PE
PE
Social Science
Computer Applications
French
PE
English
Leadership/Activities Director
Social Studies
Science
Social Science
Next Door, Inc., Mt. Orchard Academy
Theatre
Art
Science

TEACHING STAFF

Anabelle Lavier
Jeff Lorenzen
Cary Mallon
Shawn Meyle
Shayla Moline
Heidi Mudry
Tracy Norton
Nan Noteboom
Steve Noteboom
Georgia O'Brien
Tanya Palmer
Rich Polkinghorn
Joanne Pollack
Regena Rafelson
Chauna Ramsey
Jacqueline Roeske
Leisa Runyan
Scott Sadil
Jennifer Schlosser
Don Schmidt
Oriol Sole-Costa
Caleb Sperry
Mark Steighner
Cathy Stever
Robert Sullivan
Mary Jane Swanson
Troy Tactay
Kristen Uhler
Phil Vesel
Amanda Villagomez
Kori Walsh
Craig Webster
Robert Wellenstein
Jeanette Whitesides

Learning Center
English
Mathematics
Business
Mathematics
Spanish
Child Development
English
Social Science
English
Special Education
Mathematics
Guidance Counselor
English
English
Mathematics
Science
English
Guidance Counselor
Professional Technical
ELL
PE
Music
Art
Guidance Counselor
Credit Recovery
Mathematics
Health/PE
Athletic Director
ELL
Art
PE
Mathematics
Learning Center

SUPPORT STAFF

Carla Albright
Mike Anderson
Carolyn Bondurant
Leslie Brown
Anne Burton
Eler Cousin
Caroline Deborde
Patti DeMartini
Lourdes Elisea
Jovil Galvez
Erin Gossett
Michelle Gray
Deb Hanna
Wendy Herman
Mitch Hosford
Dana Huseby
Wendy Huskey
Mary Iskra
LeeAnn Joplin
Jason Leverich
Susan Lindemyer
Anna Lopez
Jaime Manzo
Lorena Manzo
Tom Marick
Carolyn McDaniel
Scott McMorran
Leslie Melby
Emily Ocheskey
Hector Ortiz
Cindy Posey
Geri Rector
Kathy Rice
Enrique Romero
Lynne Schuepbach
Kathy Schwanz
Susan Siebenmorgen
Tony Siebenmorgen

Campus Supervision
Tool Room
Vocational Transition Coordinator
Office Manager
Child Care
Special Needs
Special Needs
Prevention Specialist
Child Care
Prevention Specialist
Special Needs CNA
Athletics/Activities Secretary
Data Processing
Summit Career Center
Learning Center
Special Needs
Production Center
ELL Instructional Assistant
Guidance Secretary
Special Needs
Child Care
Attendance Secretary
ELL Instructional Assistant
ELL Instructional Assistant
Custodian
Learning Center
Head Custodian
Study Hall
Summit Career Center
Special Needs
Vocational Transition
Special Needs
Technology
Custodian
Library
Library
Custodian
Custodian

Tracy Snyder
Sandy Spellman
TBA
Diane Varga
Mary Wilson
Sue Winnett
Eduardo Yanez

Learning Center
Receptionist
Learning Center
Science
Bookkeeper
Learning Center
Custodian

KITCHEN STAFF

Karon Anson
Mary Bostwick
Maria Lopez
Judy McNeill
Gloria Miller
Cindy Sparks

Head Cook
Kitchen Helper
Kitchen Helper
Assistant Cook
Kitchen Helper
Kitchen Helper

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WELLENSTEIN, ROBERT rwellenstein@hoodriver.k12.or.us
WHITESIDES, JEANETTE jwhitesides@hoodriver.k12.or.us

IMPORTANT PHONE NUMBERS

MAIN OFFICE	386-4500
ACTIVITIES AND ATHLETICS	386-2318
ATTENDANCE	386-5657
GUIDANCE	386-2770
ELL/SPANISH ONLY (ESPAÑOL)	386-5593
SUMMIT CAREER CENTER	387-5034
HRVHS FAX	386-2400
HOOD RIVER COUNTY COMMUNITY EDUCATION	386-2055