

## Table of Contents

Philosophy, Motto, & Preface	4
Admission	4
Alternative Programs	5
Arrival & Departure	5
Asbestos	5
Assemblies	5
Assembly of Students	6
Attendance	6
Behavior Guidelines	8
Bus Regulations	9
Code of Conduct	9
College Credit	11
Complaint Procedure for Students/Parents	11
Conferences	14
Counseling	14
Dances / Social Events	15
Discipline / Due Process	15
Distribution of Material	18
Dress and Hygiene	18
Drills	18
Drug, Alcohol, Tobacco Prevention	19
Electronic Devices	19
Emergency Medical Treatment	20
Emergency School Closing	20
English Language Learners / ESEA	21
Equal Education Opportunity	21
Extra-Curricular Activities	22
Field Trips	22
Fundraising	22
Government	22
Grade Classification	23
Grade Reduction / Credit Denial	23
Graduation Exercises	23
Graduation Requirements	24
Graduation Honors	24
Gym and Weight Room Use	24
Hearing Screening	24
Health / Insurance	24
Homework	26
Honor Roll	26
Infection Control	27
Lockers	27
Lost Child	28

Lost and Found	28	
Lunch / Breakfast Program	28	
Media Access	29	
Media Center	29	
Medicine at School	29	
Playground Use After School	29	
Posters/Signs/Banners	29	
PPRA	30	
Program Exemptions	31	
Promotion, Retention, Placement	31	
Records – Directory	31	
Recess	31	
Release of Students	31	
Report Cards	31	
Search and Seizures	31	
Social Security Number Disclosure	32	
Special Education	33	
State & District Testing	33	
Student Driving	33	
Student Educational Records	34	
Talented & Gifted Program	36	
Telephone Use		36
Textbook Issue Procedure	36	
Toys & Equipment	36	
Transportation of Students	37	
Valuables at School	38	
Visitors/Volunteers	38	

**ATHLETIC HANDBOOK**

Athletic Philosophy	39
Objectives	39
Guidelines	39
Sports Offered	40
Student Athletes	40
Parents/Fans	41
Problem Solving	42
Statement of Student Participation	43
Statement of Risks	43
Physical Examinations	43
Insurance	44
Student Transportation	44
Homeschool/Private School Students	46
Foreign Exchange Students	46
Academic Eligibility Requirements	47
Extra-Curricular Activity Eligibility Standards	47

Eligibility Requirements	48
Extra-Curricular Code of Conduct	49
Athletic Letters	51
Athletic Trips	51
Awards and Banquets	51
Corporal Punishment	52
Dual Participation during A Season	52
Fundraising	52
Game Cancellations Due to Inclement Weather	52
Gifts	52
Hardship Requests	53
Injuries to the Athlete	53
Media	53
Off Season Training	53
Practice Schedules	54
Prayer	54
Residence Requirements and Transfer Policy	54
Student Athletic Managers	54
Team Size	54
Use of Secondary Athletic Facilities	54
Van Certification	54
Volunteers	55
Student Driving Consent Form	56
Activities Bus Permission Slip	57

**IONE SCHOOL DISTRICT NO. R2**  
**Ione Community School**  
**STUDENT & PARENT HANDBOOK**  
**2016-2017**

**OUR PHILOSOPHY**

**“Ione Community School, in partnership with families and community, will offer each student the opportunity to prepare for a changing society by providing safe, healthy and inviting schools, promoting high educational standards, and preparing technologically literate citizens.”**

**Our Motto**

***Inspire. Challenge. Empower.***

**PREFACE**

This handbook communicates to students and their parents/guardians general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Materials contained herein may therefore be superseded by such Board policy, administrative regulations, or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Parents/Guardians objecting to the release of directory information on their student should notify the district office within fifteen (15) days of the receipt of the Student & Parent Handbook.

Parents/Guardians must also give their signed and dated written permission for the district to release personally identifiable information. A written permission form is provided with registration materials.

**ADMISSION**

A student seeking enrollment in the district for the first time must meet all prerequisites for admission as set forth by law, Board policy, and administrative regulations. Students and their parents/guardians should contact the office for admission requirements.

A parent or legal guardian should accompany students who are registering for the first time. At this time a transition form from the school last attended should be presented.

Oregon State Law requires the following immunizations for all students:

**For 2016-2017 School Year**

<b>Vaccine</b>	<b>Grades K-6</b>	<b>Grades 7</b>	<b>Grades 8-12</b>
<b>DTap</b>	5	5	5
<b>Polio</b>	4	4	4
<b>Varicella</b>	1	1	1
<b>Measles</b>	2	2	2
<b>Mumps</b>	1	1	1
<b>Rubella</b>	1	1	1
<b>Hepatitis B</b>	3	3	3
<b>Hepatitis A</b>	2	2	-
<b>Tdap</b>	-	1	1

**For Kindergartners and First Graders:** Children entering kindergarten are required to be five (5) years old on or before September 1 for the year in which they are enrolling. Children entering first grade for the first time, who have not attended kindergarten, are required to be six (6) years old on or before September 1 for the year in which they are enrolling. Pre-registration takes place in the spring. At the time of enrollment, parents/guardians should bring birth records, social security cards, and immunization records in order to complete the enrollment.

**ALTERNATIVE PROGRAMS**

Students may be informed of alternative programs available if they meet one of the following conditions:

1. Expulsion.
2. Repeated severe discipline problems.
3. Erratic attendance.

The Alternative Learning Specialist at the Oregon Department of Education is the contact person for appeals regarding expulsions and alternative school placement. He/She may be contacted at 503-378-3600 ext. 2285.

**ARRIVAL AND DEPARTURE**

Students who walk to school or come by private transportation are requested to arrive no earlier than 7:30 AM. At that time K-12 students can have breakfast, purchase lunches, check in with their teacher, and go to the play area until the 8:00 AM bell signaling the beginning of classes. Students must leave the school grounds immediately upon dismissal at 3:30 PM. Students need to be reminded often of the need for caution and safety when walking home.

**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 principal serves as the district's asbestos program manager and may be reached for further information.

**ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. Students are expected to be attentive, quiet, and polite upon entering the assembly area. All students are

required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.

### **ASSEMBLY OF STUDENTS**

Students shall be permitted to hold meetings on school property under the following guidelines:

1. The meeting shall be scheduled in advance and approved by the school principal.
2. Normal class activities shall not be disrupted.
3. The meeting shall invite no hazard to person or property.
4. School officials or an official school club organization shall sponsor the meeting.
5. No speaker who openly and knowingly advocates breaking the law or encourages immoral acts shall be invited to speak.
6. If requested by the principal a crowd control plan shall be filed in the office well in advance of the meeting.
7. Every attempt shall be made to present a balance of viewpoints.

### **ATTENDANCE**

The Oregon Revised Statutes (339.020) state: Except as provided in ORS 339.030 every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade, is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. Exemptions from Compulsory Attendance are provided by law (ORS 339.030).

As stated in School Board Policy (JED), it is the student's responsibility to maintain regular attendance in all assigned classes. The Ione School District supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence:

#### **Excused Absences**

1. Personal illness of the student,
2. Medical appointment with written verification by the medical professional or parent,
3. Serious illness or death in the family,
4. Family emergency as determined by a school official,
5. Prearranged absences as approved by a school official, and
6. School-sponsored activities. While absences for school-sponsored activities are automatically excused, the student should arrange ahead of time to get any assignments he/she will miss.
7. Suspension

**ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED ABSENCES.**

Oregon state law requires parents/guardians to inform the school of their child's absence. Ione Community School requires parents/guardians to notify the school office within two (2) school days of the absence.

#### **Leaving During School Hours**

If it becomes necessary to leave school during the school day, the student must check out of school by going to the office and gaining clearance from the administrator. Failure to do so will constitute an unexcused absence. Discipline will be administered as stated within the behavior management procedure. If parents/guardians wish to have a student excused during the school day, the administrator will

determine whether the reason is of sufficient cause to release the student, and to determine whether the absence will be excused.

**What does being sick look like?**

- Throwing up. Must be cleared for 24 hours before returning to school.
- Fever. Must be fever free for at least 12 hours without medication before returning to school.
- Unidentified rash (must be treated and have a note from doctor to return to school).

**Students who become unaccounted for during the school day and who have not followed the above policy for leaving school during school hours will receive an unexcused absence for the entire day.**

*Students are required to make up the school work they miss whenever they are absent, regardless of the reason for the absence.*

**Attendance Procedures**

Excused Absences:

In the event of a student absence, these guidelines have been created to assist you in contacting the school.

1. Send a signed note to school with the student to be handed in to the office.
  - Make sure you include your child's name, date(s) {and time if appropriate} of the absence(s), the reason for the absence and a signature, and date of the note.
2. Call the school office (422-7131) and leave a message.
3. Send an email with "absence" in the subject line to \_\_\_\_\_

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2. Follow attendance policies with regards to reminding your parent/guardian to call the school (422-7131), bring a signed note, or email the office for any absences.
3. Make arrangements with the teacher(s) and follow classroom procedures for make-up work, understanding that certain kinds of classroom activities cannot be duplicated.
4. Make up missing work within two (2) days of return to school.
5. Keep teachers informed of any event that may impact your attendance or affect classroom performance.
6. Remain at home when ill.

**It will be the responsibility of the parent/guardian to:**

1. Emphasize that school attendance is a priority for your child.
2. Provide accurate attendance information to the school.
3. Follow school guidelines regarding excusing your child's absence by using one of the following methods:
  - ☆ Schedule required appointments outside of school hours (if at all possible).
  - ☆ Initiate contact with staff in cases of extended absences.
  - ☆ Refrain from scheduling family trips that conflict with the school term (if at all possible).
  - ☆ Follow and complete the Ione Community School Pre-arranged Absence procedure when prearranging an absence for your child.
  - ☆ Be an active participant in your child's education.

**It will be the responsibility of the classroom teacher to:**

1. Take attendance within the first ten (10) minutes of each class period and maintain accurate attendance records.
2. Publish and review how attendance and participation relate to the course objectives at beginning of each quarter or semester depending on how the course is designed. At this time, he/she will communicate clear expectations and guidelines for making up work and times he/she is available to meet with students.
3. Grade and return student work in a timely manner.
4. Maintain a positive dialog with the student, parent/guardian, and appropriate school personnel when absenteeism may negatively impact student success.

**Tardy Procedures:** A student will receive an unexcused tardy if he/she arrives in the classroom after the bell unless the student has written permission from an authorized school employee (which includes date and departure time).

**Unexcused Absence Procedure:** A student will receive an unexcused absence if he/she becomes unaccounted for during the school day, leaves school without checking out of the office, fails to pre-arrange an absence, or their parent/guardian fails to notify the school office within two days of the absence. Please note that more than three unexcused absences may result in discipline administered as stated within the behavior management procedure or an alternative placement for education.

**BEHAVIOR GUIDELINES**

The school's goal is to provide a good atmosphere for growing academically and socially. To do this, students will experience freedoms, along with accompanying responsibilities. Hopefully, it is understood that these expectations are no different than what is expected at home and in the community. Central to this concept is the maintenance of mutual respect between students, parents, and staff members.



The main behavioral goal at school is to help students develop self-discipline. In doing so, effort will be made to help them find solutions to their problems, making them aware that people not following the rules and regulations must accept the consequences. Our focus is on positive discipline and consequences for appropriate, positive choices. Teachers are responsible for developing classroom rules and procedures.

### **BUS REGULATIONS**

The Ione School District provides bus transportation or payments in lieu of transportation to all students in the Ione School District living more than one mile from school. The local bus supervisor establishes bus routes. Any request for a route change must be made to the bus supervisor, as the driver does not have the authority to alter the bus route. The state regulations governing students while riding school buses are posted on each school bus. Any violation of these rules may cause loss of bus privileges.

Bus students must have a note from parents/guardians if they will not be riding the bus or are to be taken some place other than home. Please remember to send a note or call the school; students will not be permitted to ride a different bus or to wait at school without notification from a guardian.

### **CODE OF CONDUCT**

The Ione Community School has authority and control over a student at school during the regular day and at any school related activity, regardless of time or location. Students will be subject to discipline including detention, suspension, expulsion, and/or referral to law enforcement officials for any offense including, but not limited to, the following:

1. Theft
2. Damage or destruction of district property and private property
3. Assault or threats of harm to self or others
4. Possession and/or use of a weapon
5. Possession and/or use of tobacco, alcohol or unlawful drugs
6. Violation of transportation rules
7. Plagiarism
8. Leaving school grounds or school sponsored events without permission
9. Using profanity, vulgar language, or obscene gestures
10. Being disrespectful to school staff
11. Insubordination, such as disobeying directives from school personnel
12. Committing extortion, coercion, or blackmail
13. Name-calling, ethnic, or racial slurs
14. Inappropriate physical or sexual contact
15. Disruption of the learning environment
16. Hazing
17. Persistent failure to comply with rules
18. Dress Code Violation

In accordance with Oregon Law, any student who possesses a firearm or other dangerous weapon in or on district property may be expelled from school for one year.

### **Displays of Affection**

Hand holding only is allowed. Students who violate this policy will immediately receive an office referral and be issued consequences including those listed above in the Student Code of Conduct.

### **Drugs/Alcohol/Tobacco**

Oregon State Law ORS 474 and 475 prohibit the possession, use, or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale, or source of supply of alcohol, narcotics, and habit-forming drugs (or look alikes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the policy on medication, shall not be considered a violation of this rule.

### **Gang Activity/Hate Groups**

Gang/Hate group activity will not be tolerated. Prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors or insignia and the use of language, code or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Students involved in such action will be subject to discipline up to and including expulsion.

### **Hazing/Harrassment/Intimidation/Bullying/Menacing**

Hazing, harassment, intimidation, menacing, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students involved in such action will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

### **Tardiness/Unprepared for Class**

Student tardiness and being unprepared is an extreme disruption to the daily operation of classes. Students are advised that repeated tardiness and being unprepared may result in discipline. Students later than 10 minutes to class will be considered and marked absent.

### **Vandalism**

In accordance with Oregon School Statute 332.120, "No person shall willfully write, make marks or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings, or furniture thereof, or deface or damage any school building". The school district board **will** prosecute any person who violates this section.

### **Weapons**

Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the district, or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e. Oregon Schools Activities Association).

Weapons may include, but are not limited to, dangerous weapons (any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury), firearm, destructive device (any device with an explosive incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or form which a destructive device may be readily assembled), knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks, and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior administrative approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks, and pocketknives are subject to seizure and/or forfeiture. Students found to have violated the district's zero-tolerance weapons policy will be subject to discipline up to and including expulsion. Administrators shall promptly notify the appropriate law enforcement agency any time there is reasonable cause to believe violations have occurred or when a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm or destructive device. Parents/Guardians will be notified of all conduct that violates the weapons policy.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

### **COLLEGE CREDIT**

Students may earn college credit in a variety of subjects taught by our staff through dual credit or credit by proficiency ("Eastern Promise"). Ione School District will reimburse families for the cost of such programs for students who earn at least a C. Credits through Eastern Oregon State University are \$61.00 a credit; classes through Blue Mountain Community College are \$31.00 a credit. Because Ione has received a waiver from the State for Expanded Options, students who take classes directly from a college (online or in person) are solely responsible for the costs of tuition and books.

### **COMPLAINT PROCEDURES FOR STUDENTS/PARENTS**

A student or parent/guardian who has a complaint concerning a classroom/teacher issue should follow these steps:

1. Bring the matter to the appropriate teacher.
2. If the outcome is not satisfactory, the student or parent/guardian may file a written, signed complaint with the principal within 15 calendar days following the conference with the teacher. The principal will investigate the complaint and render a decision.
3. If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the superintendent within ten (10) calendar days following the receipt of the principal's decision in writing.
4. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten (10) calendar days following the receipt of the superintendent's decision in writing. The matter can be brought to the next Board meeting. The superintendent will inform the Board of the situation before the meeting and make sure that the person the complaint is against knows it will be discussed at the Board meeting. Board decisions are final.

### **Discrimination Complaints**

A student and/or parent/guardian with a complaint regarding possible discrimination of a student should contact the school principal. Discrimination must be based on race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with federal law. (See Equal Educational Opportunity above.) All discrimination complaints will be investigated in a timely fashion. The principal will report the outcome of the investigation to the student and parents/guardians. If the student and/or parents/guardians are not

satisfied with the outcome of the investigation, they may file a discrimination complaint in writing with the superintendent. The written complaint must describe the discrimination, explain how the results of the investigation did not resolve the discrimination, and provide a recommendation to resolve the discrimination. The superintendent will respond to the written complaint within ten school days. If the complainant is not satisfied with the superintendent's response, the complainant may request the complaint to be heard at the next Board meeting in writing through the superintendent. The matter can be brought to the next Board meeting. The superintendent will inform the Board of the situation before the meeting and make sure that any persons involved in the discrimination complaint know it will be discussed at the Board meeting.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending Ione Community School 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. Persons who feel that there is a violation of educational standards should follow the following procedures:

1. Inform the principal in writing of the complaint. The principal shall respond in writing within five (5) working days;
2. If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the superintendent within ten (10) calendar days following the receipt of the principal's decision in writing.
3. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the School Board within ten (10) calendar days following the receipt of the superintendent's decision in writing. The matter can be brought to the next Board meeting. The superintendent will inform the Board of the situation before the meeting.
4. 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**

Students and/or parents/guardians with complaints about instructional materials should first seek to resolve the complaint through discussions with the teacher. If the informal complaint is not resolved, such complaints should be directed to the principal in writing. All instructional materials complaints must state the reason(s) for the complaint, how the complainant would like to see the matter resolved, and be signed.

A reconsideration committee will be appointed by the principal and will review the material and forward a recommendation to the principal 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 principal's written decision.

If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the superintendent within ten (10) calendar days following the receipt of the principal's decision in writing.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten (10) calendar days following the receipt of the superintendent's decision in writing. The matter can be brought to the next Board meeting. The superintendent will

inform the Board of the situation before the meeting and make sure that any staff involved with the instructional materials knows it will be discussed at the Board meeting. Board decisions are final.

### **Sexual Harrassment Complaints**

Sexual harassment by staff and/or students 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 means unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature that creates a hostile environment.

The administration has the responsibility for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- STEP 1 Any sexual harassment complaint shall be presented in writing to the principal. It should include the specific nature of the sexual harassment and corresponding dates.
- STEP 2 The principal or his/her designee shall promptly investigate the complaint with all concerned parties within five (5) working days after the receipt of the complaint. The principal conducting the investigation shall notify the student and the student's parents/guardians in writing when the investigation is concluded.
- STEP 3 If the complainant is dissatisfied with the decision of the principal or his/her designee, he/she may appeal to the superintendent. The superintendent or his/her designee shall promptly investigate the complaint with all concerned parties within five (5) working days after the receipt of the complaint. The district official conducting the investigation shall notify the student and the student's parents/guardians in writing when the investigation is concluded.
- STEP 4 If the complainant is dissatisfied with the decision of the superintendent or his/her designee, he/she may appeal to the Board in care of the superintendent within ten (10) working days following the receipt of the superintendent's decision in writing. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) working days following the completion of the hearing.
- STEP 5 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA. 98174-1099. Direct appeal may be filed with an enforcement agency at the time.

If the complaint is against the principal, the complaint will begin with Step 3.

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.

### **Students with Disabilities Complaints**

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 administration.

### **TAG Program and Service Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should file a written complaint with the principal. The principal will arrange for a review committee to meet within two (2) school days of receiving the written complaint to review all pertinent information. The written complaint should state the reason(s) for the complaint and recommendations to resolve the complaint.

The review committee shall make a recommendation to the superintendent within ten (10) school days of reviewing 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 if 45 or more days have elapsed since the original filing of the written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided to the complainant upon request from the administration.

### **All Other Complaints**

Students or parents/guardians with complaints not covered by this student/parent handbook should contact the administration.

## **CONFERENCES**

Regular conferences are scheduled to review student progress. Conferences are held at the end of the first and third nine-week grading periods. Other conferences may be held at parent/guardian and/or teacher request. Grades or marks earned are dependent on the grade level of the student.

Students and parents may also expect a conference request if the student is not maintaining passing grades or achieving the expected level of performance, if the student is not maintaining behavior expectations, and/or in any case the teacher considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher or administrator. A parent/guardian who wishes to confer with a teacher may call the office for an appointment before school, after school, or during the teacher's preparation period. E-mail is also a good way to communicate with teachers.  
firstname.lastname@ionesd.org.

## **COUNSELING**

Academic Counseling: Teachers, the student services specialist, and administrators are available to counsel students about course offerings, testing requirements, and college requirements.

Personal Counseling: The school administrator and the district psychologist are available to assist students with a wide range of personal concerns. If deemed necessary or requested, they will also refer students to community services such as counseling available at our school-based clinic.

Referrals can be made a few different ways. Teachers may refer to the principal who will contact the parent and then the Community Counseling Solutions Counselor. The parent may contact Community Counseling Solutions. A student 14 years of age may do a self-referral. The student first checks in at the office and the office will contact the counselor. The counselor may see a student twice for free. If the counselor and student would like to continue meeting, parents would be notified. Billing can be done through private insurance or through the Oregon Health Plan. The counselor will work with the family on billing.

There may be times when a referral is deemed urgent; should this come up on times and days the clinician is not available at the clinic, parents and/or the principal can call the Heppner office where the issue can be triaged and services be provided based on urgency. When there is a mental health emergency, call 911 and ask for the Community Counseling Solutions Crisis on-call worker and you should receive a response in a short time. Community Counseling Solutions provides on-call crisis services 24 hours a day, seven days a week, year round.

### **DANCES/SOCIAL EVENTS**

All school events including banquets, parties, positive recognition activities, and dances are under the supervision of the administrator. Dances are only allowed with the approval of the administration. The sponsoring organizations are responsible for all arrangements including finances, entertainment, refreshments, decorations, chaperones and clean-up. The administration will set a dress code for such dances (i.e., “formal,” “semi-formal,” etc.). The rules of good conduct shall be observed for school dances and social events.

The following rules govern school dances and parties:

- Dances are held on Thursday, Friday, or Saturday nights.
- The faculty class advisor and parents/guardians (minimum 2) must chaperone each event.
- Students leaving the building will not be allowed to re-enter during the event.
- All school sponsored dances and parties are closed to individuals except Ione students. Guests may be invited for special dances subject to prior approval by the administrator. Such approval can be obtained by submitting a completed guest pass to the office in a timely manner. Ione schools will not approve guests who are dropouts or over 20 years of age.
- Organizations must have administrative approval at least two weeks prior to the event.

### **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 administration. Suspensions do not affect college applications, so this is not a basis for appeal.

### **Ione Student Management Policy**

The staff at Ione Community School believe that students have the right to a safe, pleasant environment in which to learn. It is important that students be encouraged to conduct themselves in a manner that will maintain such a climate so that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

The purpose of any consequence given for misbehavior is to help the student learn from his/her poor choices and to help the student make better choices in the future.

Discipline starts in the classroom, with the following general guidelines:

Step 1: Verbal warning. The teacher will remind the student of expectations and provide feedback for improvement and remind the student of consequences of non-compliance.

Step 2: Minor referral: The teacher will write up a referral for internal tracking. The teacher will process this referral with the student, determine an in-class consequence, and restorative process if appropriate. The teacher may also call home. Teachers may also create a timeout option for students who need another place to regain focus.

Step 3: Major referral: In persistent or more serious cases, the teacher will write a major referral to the office.

### **Major Referral Process**

Students will review office referrals with the principal and/or referring teacher. Parent signature and return of the referral form may be required. If additional consequences are required the following steps may be followed.

Step 1: Student/principal conference. Before or after school detention, suspension, or other appropriate consequences.

Step 2: Conference with parent, teacher, student, and principal to create a plan for success. Before or after school detention, suspension, or other appropriate consequences.

Step 3: Referral to student support team for plan for success review and changes. Before or after school detention, suspension, or other appropriate consequences.

The district's disciplinary options include counseling by teachers and administrators, detention, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, 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.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses, sexual harassment, or any other criminal act, he/she may also be referred to law enforcement officials.

### **Detention**

A student may be detained outside of school 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/guardians 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. *The district is not responsible for transportation to or from detention.*

### **Suspension/In-School 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 (including before or after school detention or Friday) 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 reason(s) 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/guardians of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the district. The deadline for schoolwork missed by a student while on suspension is 2 days after the student returns from suspension.

Students who serve an in-school suspension may do so in the office or other classroom other than their own. They will not participate in daily class activities. They will be allowed restroom breaks and lunch in the office or other designated area. The purpose of in-school suspension is to keep students in school where they can get their schoolwork done with support. They will also participate in the restorative justice process.

### **Restorative Justice**

Restorative justice is an effective alternative to punitive responses to wrongdoing. Inspired by indigenous traditions, it brings together persons harmed with persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community (adapted from *Edutopia*, September 28, 2014).

Examples of restorative practices include classroom circles, small group peacemaking circles, one-to-one peer mediation with an adult, and mediation conferences including students, parents, and teachers.

### **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 parents/guardians waive 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/guardian rights, and alternative education provisions as required by law. See alternative education programs in this handbook.

### **Discipline of Disabled Students**

A student being served by an Individualized Education Plan (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than ten consecutive school days, for more than ten cumulative school days resulting from a pattern of misconduct during a school year, or is being expelled, the student's parents/guardians 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 non-disabled students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability.

If the district determines that the student's behavior related to his/her disability poses imminent danger to others and the parent/guardian refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to stay in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

### **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including newspaper, video, yearbook, etc. are completely under the supervision of the teacher and administration. 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 administration for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials including advertising that are 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 or approval of the school district will not be distributed.

If the material is not approved within three (3) days from the time it was submitted to the administration, it will be considered disapproved. The 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.

### **DRESS AND HYGIENE**

The district's dress code is based on appropriate workplace attire. The district wishes to promote appropriate grooming and hygiene, prevent disruption, provide for a workplace environment, and avoid safety hazards. In addition to the district policy (5145.2) on dress and hygiene, dress issues often constitute conflicts with district policy on sexual harassment and gangs.

Teachers have the right to make and enforce regulations concerning control of hair or clothing in the interest of safety within their own unique classroom situations.

### **DRILLS AND OTHER EMERGENCY SIMULATIONS**

Fire drills and/or earthquake drills will be held monthly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. WALK, DO NOT RUN.

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended, or expelled from school.

Other emergency drills or simulations (i.e., bus evacuation, armed intruder, tsunami, chemical spill, etc.) may be held periodically.

### **DRUG, ALCOHOL, AND TOBACCO PREVENTION PROGRAM**

The possession, selling, and/or use of illegal and harmful drugs, alcohol, and tobacco are strictly prohibited. This includes drug possession, drug paraphernalia, selling and/or use at school during the regular school day and/or at any district related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district drug, alcohol, and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate.

Students have the right to attend school in an environment conducive to learning. Since student drug, alcohol, and tobacco use is illegal, harmful, and interferes with both effective learning and the healthy development of students and adolescents, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

The district's drug, alcohol, and tobacco curriculum will be age appropriate, reviewed annually, and updated as necessary to reflect current research.

Drug, alcohol, and tobacco prevention instruction will be integrated in the district's health education courses. Students not enrolled in health education shall receive such instruction through other designated courses. Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of prohibited drug, alcohol, and tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants, or tobacco on district property, on a school bus, or while participating in any district sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the school administrator or his/her designee.

The school administrator will:

1. Call the police if deemed appropriate;
2. Call the parents/guardians for a meeting;
3. Discuss the incident with the student, parents if available, and police if contacted;
4. Impose the penalty for violation using due process procedures;
5. Provide information to parents/guardians about resources that offer treatment or assistance for young people suffering from drug, alcohol, or tobacco related problems.

### **ELECTRONIC COMMUNICATION DEVICES**

Electronic devices (including but not limited to cell phones, iPads, MP3 players, and iPods) are encouraged for use as academic tools at Ione Community School. They may be used in any classroom when, and only when, the teacher has given permission. Electronic devices should not be visible, or heard

during any class time when a teacher has not given approval. Electronic devices may be used before school, between classes, during lunch period, and after school.

Students in grades 7 – 12 will be provided with their own iPad or Chromebook and charger to use during the school year if their parents or guardians give permission and sign the appropriate forms. As with any electronic device, these are for support of academics and only allowed to be used in class when the teacher has given permission.

Violation of these rules for any device, including personal cell phones, will lead to the following:

1<sup>st</sup> Offense – device is confiscated and kept in the office. The student can pick it up after school. Continuum of consequences will be reviewed.

2<sup>nd</sup> Offense – device is confiscated and kept in the office until the parent/guardian can pick it up. Continuum of consequences will be reviewed.

3<sup>rd</sup> Offense – device is confiscated and kept in the office until the parent/guardian can pick it up. *The student will be required to serve detention.*

The administration reserves the right to withhold a district iPad or Chromebook at any time for any length of time. In this situation, students will be given assignments in paper-pencil format.

Students who lose or damage their school-issued device will be responsible for replacement or repair costs.

**IPads for Ione Graduates.** As of 2017, students who graduate from Ione High School have the option of keeping their school iPads at no charge.

### **EMERGENCY MEDICAL TREATMENT**

In case of sudden illness or injury to a student or staff member, school staff will give first aid. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. School staff members are charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have at least one staff member with a current first-aid card for every 60 students enrolled. Names of the designated employees will be posted. At least one coach at each level of sport will be certified. See page for Health Clinic information.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

On occasion, emergency situations may arise while school is in session that make it necessary to send students home early. No procedure covering all possible situations can be written to alert parents when early dismissal is necessary. Each family should make plans to cover this possibility. It is important for the safety of the children that plans be made in advance and updated when necessary to cover this possibility. Parents are encouraged to leave an emergency contact name and phone number at the school

office. Reporting work phone numbers is also encouraged if both parents work out of the home. This information is kept up to date on the school system. Parents should make sure their children know what to do if school dismisses early on short notice.

**School Closures and Late Openings**

In cases of school closures due to inclement weather or an emergency, announcements will be made as early as possible on Remind101, the school website (www.ione.k12.or.us), and over the local radio stations. The following radio stations will be notified of school closures:

Q104	104.5	FM
KUMA	107.7	FM
KOHU 93.3	FM	1360 AM
KWHT 103.5	FM	1240 AM
KEYW	98.3	FM
KORD	102.7	FM
97 Rock	97.1	FM
Cool FM	97.9	FM
News Talk	870	AM

If you suspect that there will be an emergency closure due to inclement weather, please listen to one of the above radio stations and/or watch the school website. If no school closure is announced, assume that school will be in session. The school will also use School Reach and Remind 101 to inform those enrolled.

**ENGLISH LANGUAGE LEARNERS / ESEA**

The district shall, to the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency or with disabilities, including information and school profiles in a language and form parents understand.

The federal Elementary and Secondary Education Act requires the district to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s classroom teacher. Parents also have the right to request the qualifications of any para-educators working with their child. Parents of students with limited English proficiency have the right to be notified of their child’s inclusion in language instruction programs no later than two weeks after a student’s placement in an ELL program. Copies of the district’s ELL plan are available upon request.

Districts must notify parents/guardians of each student in a “persistently dangerous” school about the unsafe school choice option. “Persistently dangerous” schools are identified by the state. Schools identified by the state for school improvement must offer public school choice.

**EQUAL EDUCATION OPPORTUNITY**

The Ione School District does not discriminate on the basis of race, religion, color, national origin, disability or marital status 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.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

### **EXTRA-CURRICULAR ACTIVITIES (CLUBS and SPORTS)**

Eligible students, regardless of their ability levels, are encouraged to take part in extra-curricular activities and the many worthwhile learning experiences that involvement in student athletics and activities has to offer.

*See the Ione School District Athletic/Activities Handbook for more information.*

### **FIELD TRIPS**

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences that fall outside the normal school program/day.

The district provides school bus transportation to approved and sponsored activities and athletic contests. Students who participate in these activities will be expected to ride the school bus to and from the activity. A student may be excused to his/her parent/guardian on the return trip. Parents/Guardians should check the student out with the activity coordinator. Release to any other person or relative will be allowed only in extraordinary circumstances that have been approved of in advance following a written request by a parent/guardian.

Exceptions to this rule may be made by the administration for extenuating circumstances. Parents/Guardians should make arrangements at least 24 hours in advance of a trip.

Written parental permission must be obtained for each trip. The signed form showing parental/guardian approval and acknowledgement of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop procedures and guidelines to ensure both students and adult supervisors maintain appropriate standards of conduct while representing the district.

All out-of-state and over night travel must have prior Board approval. Such approval is predicted on the acceptable plan for travel arrangements, parental involvement, orientation of students and supervisor and support of the administration.

### **FUNDRAISING**

Any solicitations and/or activities that generate moneys by students and staff (car washes, bake sales, magazine sales, etc.) must have prior approval of the administration.

**Non-School Fundraisers.** Students are not allowed to sell candy, cookies, or any other non-school related fundraiser items at school. Students should not bring extra money to school.

### **GOVERNMENT**

The key student organization of the school is the Ione High School and Ione Middle School Associated Student Body (ASB). ASB sponsors many school activities. The governing body of the association is the Student Council. An annual student body fee supports programs and special events for the entire school.

For grades K-6 the fee is \$10.00; for grades 7-12 the fee is \$20.00. The fee covers assemblies, special events such as Homecoming, and schoolwide projects. In addition, all students may enter all home sporting events for free.

### **GRADE CLASSIFICATION**

After ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation. A standard Oregon diploma requires students to earn 24 credits. Ione High School currently runs a schedule which provides the opportunity for students to earn up to 8 credits per school year.

<b>Units of Credits Earned</b>	<b>Grade Placement</b>
6 credits earned	Sophomore
12 credits earned	Junior
18 credits earned	Senior

### **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. (See Attendance policy)

*At the beginning of each school year or course, teachers will inform students and parents/guardians how attendance and class participation are related to the instructional goals of the subject or course.*

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

### **GRADUATION EXERCISES**

The Board believes that the completion of high school graduation requirements from the Ione School District is an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated exercise. Accordingly, appropriate graduation programs will be planned by the administration on the date selected by the Board.

At the discretion of the administration, students may be permitted to speak as part of the district's planned graduation program. All such speeches will be reviewed and approved in advance by the administration.

All students in good standing who have successfully completed the requirements for a high school diploma, modified diploma, or certificate of attendance may participate in graduation exercises.

Graduation dress requirements will be established by the administration and reviewed with the graduates prior to graduation. Students must wear appropriate clothing under the graduation gowns. Caps will not be decorated and tassels may not have other items attached to them without the class advisor's approval. Students may wear jewelry or carry personal symbols if they are in compliance with the school dress code and school rules. National Honor Society students and honor students may wear honor cords as allowed by the administration.

While graduation is a celebration of achievement, the ceremony should be conducted with the respect and dignity that should be expected from such an occasion. Students should refrain from displays that distract

from the occasion such as making inappropriate noises, bringing noise makers, bubble gum, bubble blowers, squirt guns, canned string, etc.

A student has a right to a high school diploma if they have completed all the graduation requirements. Participation in the graduation ceremony is a privilege. Inappropriate conduct, violation of school rules, district policies and/or administrative rules, or state and/or federal law by a student may eliminate the student from participating in the graduation ceremony.

### **GRADUATION REQUIREMENTS**

The Oregon Department of Education sets graduation requirements for the State of Oregon. A list of current graduation requirements may be obtained at the school office.

The Oregon University System (OUS) Admission Policy requirements can be reviewed on-line by going to <http://www.ous.edu/pass>. Students interested in attending an Oregon University System college should be aware of the OUS Admission Policy requirements in creating their high school educational plan.

### **GRADUATION HONORS**

Ione School District uses a Latin Honors system for Graduation Honor recognition, rather than a Valedictorian and Salutatorian system, as per policy IKC.

- 4.00 or higher = Summa Cum Laude (with highest honors)
- 3.90 – 3.99 = Magna Cum Laude (with high honors)
- 3.80 – 3.89 = Cum Laude (with honors)

College credits are graded on a 5 point marking system while high school credits are graded on a 4 point marking system. There is no limit to the number of students who can be honored in each category.

### **GYM AND WEIGHT ROOM USE**

Students are not to be involved in any type of activity in the gymnasium or weight room unless there is staff supervision. Students using the gym must remove their shoes or change into gym shoes. Students caught on the floor with inappropriate footwear may forfeit their gym privileges.

### **HEARING SCREENING**

Each year, the Intermountain Education Service District provides hearing screening for the following students: Kindergarten, first grade, third grade, those who are new to the district, and those who are referred by their parents, teachers, speech and language specialists, school nurses and physicians. Results are sent to the parents. If you do not want your child to participate in hearing screening, please contact the school office.

### **HEALTH / INSURANCE**

At the beginning of the school year, the district will make available to students and parents/guardians a low cost student accident insurance program. Parents/Guardians are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. **The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.**

A description of the plan including its benefits and limitations is available in the school office. It is also sent home at the beginning of the year with each student. If you have not received such information, please contact the school office.



Before participating in school-sponsored athletics, students or parents/guardians must have purchased the student accident insurance or show proof of insurance.

### **Health Services**

Ione Community School does not have a nurse on site. If a child has a specific medical problem that can affect his school-life, parents should be sure that this information is in the student's school records and that school personnel are fully informed. Please call the principal if this situation applies to you or your child.

If a child is ill, he or she should not be in school. Every attempt will be made to contact parents when a child becomes ill at school. Parents should provide the school with the name of an emergency contact who can care for the child if the parent cannot be reached.

If it is determined that there has been a communicable disease in your child's classroom, a note will be sent home to you explaining the symptoms, care, school control policy, and other information about the disease. It is very important that you read this information sheet and follow the school control policy.

Each year the school experiences some problem with head lice among school children. We enforce our school control policy and inform parents when this occurs.

### **Ione Community Clinic**

Our School-Based Health Clinic, Ione Community Clinic, is located at 325 E 3<sup>rd</sup> Street. Permission forms explaining the rules, rights, and obligations will be sent home at the beginning of each school year. The clinic will be open for student use according to the following procedures:

#### *Sickness Comes on at School*

K – 6

1. Student comes to school office
2. If office staff feels the sickness is to the point of needing a clinic visit and it is open, clinic permission slip is reviewed and followed
3. If permission to go to clinic, office staff will call clinic to determine an appointment time.
4. Student waits in office until appointment
5. School Staff walks student to appointment
6. Clinic staff walks student back to school after appointment OR calls school staff to come and get student

7- 12

1. Student comes to school office
2. If office staff feels the sickness is to the point of needing a clinic visit and it is open, clinic permission slip is reviewed and followed
3. If permission to go to clinic, office staff will call clinic to determine an appointment time.
4. School Staff checks student out, student walks self to clinic
5. Student checks in after appointment

*\*If at any time clinic or school staff feels student may not take direct route between the 2 locations, calls between the locations will occur.*

#### *Scheduled Clinic Appointment*

K – 6

1. Parent schedules an appointment with the clinic and tells the office
2. Child is called out of class for appointment
3. School Staff walks student to appointment
4. Clinic staff walks student back to school after appointment OR calls school staff to come and get student

7– 12

1. Parent schedules an appointment with the clinic and tells the office
2. Child is called out of class for appointment
3. School Staff checks student out, student walks self to clinic
4. Student checks in after appointment

*\*If at any time clinic or school staff feels student may not take direct route between the 2 locations, calls between the locations will occur.*

## **HOMEWORK**

Homework is an extension of instructional time and is intended to provide students meaningful feedback as they practice, reinforce, and apply specific learning outcomes. The amount assigned will vary depending upon the course taken and the grade level of the student. Homework assignments promote self-directed learning and a sense of personal responsibility.

### **Student Homework Responsibility**

Students are expected to carefully complete all homework assignments according to expectations, giving serious attention to the quality and timeliness of their work. Students will make homework a priority.

### **Parents/Guardians Homework Responsibility**

Parents/Guardians should provide an environment that is conducive to study and learning, reinforce good study habits, prioritize homework, and communicate with teachers when questions concerning homework or academic achievement arise.

### **Teacher Homework Responsibility**

Teachers will base learning assignments on specific learning outcomes as well as student needs. They will clarify the purpose of homework assignments and give careful consideration to the demands on student time, yet expecting schoolwork to be a priority. Homework will be evaluated in a timely fashion using announced expectations, and in a manner that provides accurate assessment of student skills, abilities and knowledge. Teachers will also attempt to keep parents/guardians informed of the amount and kinds of homework required.

## **HONOR ROLL**

Ione Community School students in the grades of 6-8 and 9-12 will be selected for Honor Roll and Honorable Mention on the basis of their grade point average (GPA) attained during the grading period immediately preceding the selection. Programs which use an alternative form of progress reporting will develop criteria for Honor Roll and Honorable Mention selection appropriate to that alternative system.

Administrative Implemental Procedures:

1. High school students must be enrolled in at least 4 academic (core) units of credit.
2. Middle school students must be enrolled full time (may differ for home school students).
3. Students receiving a grade of less than C will not be eligible for Honor Roll or Honorable Mention. No distinction will be made between subjects by assigning relative weights or by eliminating grades for any subject in which the student is currently enrolled.

4. Students receiving a grade of “incomplete” or “no grade” will not be eligible for Honor Roll or Honorable Mention.
5. Students must have a grade point average greater than 3.49 and no more than one grade of “C” for selection as Honor Roll.
6. Students must have a grade point average greater than 2.99 and less than 3.50 and no grade less than “C” for selection as Honorable Mention.

### **INFECTION CONTROL/HIV, HBV, HCV AND AIDS**

Although HIV, HBV, HCV, and AIDS are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin, mouth, eye, or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to regard all direct contact with human blood and body fluids as known to be infectious for HIV, HBV, HCV, AIDS, and/or other infectious diseases.

If the district is informed that a student is HIV, HBV, HCV, or AIDS infected, the district is prohibited by law from releasing information unless the infected student or parent/guardian gives permission for such release.

If a student or parent/guardian wishes to divulge such information and continues attending school, the district will meet with the infected student, parent/guardian, and/or representative to develop appropriate procedures. Parents/Guardians of students with a medical diagnosis of HIV deemed special risk by the student’s health care provider as well as parents/guardians of any student with AIDS are required to notify the Superintendent of the student’s infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In either case, students and parents/guardians will be notified of alternative education programs.

### **Infection/Disease Instruction**

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

### **LOCKERS**

Student lockers are the property of the school district and may be opened and searched at any time by the administrator or by staff members designated by the administrator. Such a search does not require prior student notification if such action is deemed reasonable by the administration. Private locks are not authorized and will be cut off if found. School locks are available at the office.

Money and other valuables should not be kept in lockers, restrooms, or dressing rooms. If the item cannot be kept on your person or left at home, consult the office.

## **LOST CHILD**

If your child does not come home from school at the expected time and you become alarmed, please call the school office. The school office will contact school personnel (bus drivers, teachers, etc.). If the child is not located soon, the school will contact the parent/guardian and suggest that the parent/guardian contact the appropriate authorities. Please call the school office back if you locate the child, as the school will continue to look for the child and we are concerned for the child's welfare.

## **LOST AND FOUND**

To help prevent lost items, we encourage you to please label your child's clothing, backpacks, book bags, and supplies with the child's name. Valuable items should not be brought to school unless arrangements have been made with the teacher and the office.

Any articles found in the school or on district grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of the school year. The district is not responsible for lost items.

## **LUNCH/BREAKFAST PROGRAM**

	<b>Breakfast</b>	<b>Reduced</b>	<b>Lunch</b>	<b>Reduced</b>
<b>Adult</b>	\$1.35		\$3	
<b>K-5 Students</b>	\$1.35	Free	\$2.30	\$0.40
<b>K-12 Students – Extra Entrée</b>	\$1.00		\$1.00 each	
<b>6-12 Students</b>	\$1.35	Free	\$2.55	\$0.40
<b>Extra Milk</b>	\$0.35		\$0.35	

A nutritious breakfast and Class "A" hot lunch with milk are served daily in the school cafeteria. Students who wish to bring their own lunch may purchase milk separately or they may bring their own beverage. All students who eat breakfast at school or a lunch of any kind are required to eat in the cafeteria or designated area.

The district participates in the National School Lunch, School Breakfast Commodity Program, and offers free and reduced-price meals based on a student's financial need.

Free and reduced-priced meal application forms will be sent to the family of each child enrolled in the district's school at the beginning of the school year. Extra forms will be kept in the high school office and will be available to anyone upon request. Schools strive to maintain confidentiality of all free/reduced students.

The completed application may be returned to the school administrator in person or by mail. The administrator will determine the eligibility of the child to receive free or reduced priced meals, based on the information given in the application. Appeals can be made in accordance with district policy.

## **MEDIA ACCESS TO STUDENTS**

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

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing information and personally identifiable information.

### **MEDIA CENTER**

The library is a resource for both students and teachers to use for reading as well as an extension of the classroom.

The library media center is open daily. Students are welcome to return books and check out different ones as often as they wish. The library staff is eager to help students locate and select materials. If a desired book is not available in our library, we will try to borrow it from another school.

### **MEDICINE AT SCHOOL**

School personnel cannot administer or supervise the taking of medicine unless Oregon State Health Department guidelines are followed:

1. A note from the parent is necessary.
2. Medicine must be kept in the original prescription bottle.
3. A note from the doctor is necessary. (Or at least specific instructions on administration of the prescription must be on the front of the bottle.)
4. The prescription must be in the child's name. By law, we cannot dispense medication prescribed for another family member to your child.

For those students with special medical needs we will follow the medical plan outlined by a doctor or authorized medical provider and/or follow the 504 plan with the medical plan attached. If you have any further questions, please call the office.

### **PLAYGROUND USE AFTER SCHOOL**

All children are to go home after school unless they are participating in school-sponsored extracurricular activities. Parents/Guardians should understand that other children are not supervised by school personnel at this time. *No one is allowed on school grounds after dark, unless participating in a school-sponsored activity.* Persons using the playground or playing fields outside of the school day are required to adhere to the district rules and policies.

### **POSTERS/SIGNS/BANNERS**

The administration must first approve signs, banners, or posters that a student wishes to display. Signs, banners, and/or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. Students may post campaign signs during student body election week upon approval of the appropriate ASB advisor.

### **PPRA - NOTIFICATION OF RIGHTS**

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

**Consent to federally funded surveys concerning "protected information."** If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

**Opt out of certain surveys and exams.** Parents/Guardians and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

**Inspect certain material.** Parents/Guardians and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

**Receive notification of district policy.** The School District has developed a policy, in consultation with parents/guardians, regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians and eligible students, such as through U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

**Report violations.** Parents/Guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave. SW  
 Washington, DC 20202-4605

**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 administration by the parent/guardian in writing and include the reason for the request.

## **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

Documented exception may be made in special situations (e.g., special education students) with approval of the administration.

1. If the student is failing to make normal progress or being considered for acceleration, the parents/guardians must be notified early, so that the school and home may cooperate in helping the student achieve greater success. Most retentions should be at the primary level. However, older students may be considered for retention if it is strongly felt this will help the student.
2. Student shall normally not be retained or accelerated more than one year.
3. The teacher is to discuss possible retention/acceleration with the building administrator and the parent/guardian prior to any decision.

## **RECORDS – DIRECTORY INFORMATION**

The following types of information shall be known as directory information and will be released unless a specific request that it not be released is made by a parent/guardian or student of consenting age (18); the student's name, address, telephone listing, date and place of birth, major field of study, height, weight and grade of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency and institution attended by the student. Student pictures will be allowed in school publications (i.e., school newspaper, yearbook, newsletters) unless specific request that it not be allowed is made by a parent/guardian or student of consenting age.

## **RECESS**

Recess is a privilege; students who fail to make good choices at recess can have restricted recess rights or lose their privilege to go to recess.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the administration's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent/guardian or as otherwise provided by law.

## **REPORTS CARDS**

Report cards are issued four times each year for all grade levels: fall, winter, spring, and the end of the year. When no Parent-Teacher conferences are scheduled, report cards will be sent home with the student. At the end of the school year, report cards can be picked up at the principal's office shortly after school is out.

## **SEARCH AND SEIZURES**

The Board seeks to assure a climate in the schools which is appropriate for institutions of learning and which assure the safety and welfare of personnel and students. School officials may, under appropriate conditions, search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reasonable suspicion to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

A search of a student's person may be conducted when there is reasonable suspicion to believe the particular student is concealing evidence of an illegal act or school violation.

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

Illegal items or other possessions reasonably determined by school officials to be a threat to the safety or security of others may be seized by school officials. Items found which are evidence of a violation of law, policy, regulation, school rule, or the Student Code of Conduct may be seized and students may be disciplined.

Other items which are being used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession by school officials.  
General search of school properties including, but not limited to, lockers and desks may occur at any time.

At the time school equipment is assigned to students for their use, students will be informed of the conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administration or designee will make an effort to notify the parent/guardian of the situation.

Parents/Guardians are advised that in suspected child abuse cases, child agencies, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit the district from contacting parents/guardians.

### **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT**

The district is required by law to inform parents/guardians/students about the district use of the student Social Security Numbers. The following is provided for parent/guardian/student information:

Providing student Social Security Number (SS#) is voluntary. If it is provided to the school district, the district will use the SS# for record keeping, research, and reporting purposes only. The school district will not use the SS# to make any decision directly affecting the student or any other person. The SS# is not to be given to the general public. No student will be denied any rights as a student for not providing the SS#. Providing the SS# means that the parent/guardian/student consents to the use of the SS# in the manner described.

The school district and the Oregon Department of Education may also match the SS# with records from other agencies as follows:

1. Oregon State System Colleges, private colleges, community colleges, and/or vocational schools which require SS# for financial aid;
2. Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends.

The SS# will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

### **SPECIAL EDUCATION**



It is the intent of the Ione School District to provide support for school personnel, parents, and students to enable all students to succeed in school. The District emphasizes collaboration between parents and regular and special education personnel to ensure school success. The staff will explore alternative approaches for meeting the individual needs of students who do not qualify as disabled under Individuals with Disabilities Education Act (IDEA) or Section 504 of the federal Rehabilitation Act, but who need additional assistance for a successful school experience.

The Response to Intervention Team is composed of specialists and teachers in the school. The purpose of the team is to work collaboratively prior to referral for special education evaluation and to determine and implement strategies that meet individual needs of students experiencing difficulty. Special Education Teams, which include parents, provide evaluation of students when necessary and review the data to make recommendations and develop Individualized Education Plans (IEPs).

The District is committed to providing a continuum of services and programs to ensure that placement is based on individual needs. All placement decisions shall give consideration to providing an appropriate education in the least restrictive environment. Ione School District emphasizes ongoing instructional improvement in special education and is committed to identification, implementation, and evaluation of the best practices on a continuing basis.

#### **Unilateral Parental Placement in a Private School**

The District is not responsible to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if the District made a free appropriate public education available to the child and the parents chose instead to place the child in a private school or facility. Parents must inform the District if they are rejecting the special education placement proposed by the District. They must state their intent to enroll their child in a private school. This notice must be given either: at the most recent IEP meeting that the parents attended before removing the child from public school or in writing to the District at least ten business days before removing the child from public school.

#### **STATE AND DISTRICT TESTING**

Students in grades 3 – 8 and 11 are required to take the state standards tests and district tests unless they are exempted in writing by parents/guardians. Students on IEPs will have their district and state testing requirements identified within their IEPs as required by law. The school will communicate with parents/guardians about what state and district tests their students will be taking prior to the testing period.

#### **STUDENT DRIVING**

Driving to school is a privilege reserved for responsible students. While the school recognizes that driving provides increased flexibility and convenience for students and parents, particularly for students involved in activities outside of the school hours, safety remains the school's top priority. In view of this, permission may be granted to students who meet all of the conditions outlined below. These conditions are designed to promote safe driving and driving permission is viewed as a privilege rather than a right. As such, it may be revoked for failure to comply with the conditions.

##### Students who drive:

1. Must submit the *Student Driving Consent Form* (see back of handbook), and receive approval from the administration before driving to school for the first time.
2. Must keep vehicles on campus during the entire school day unless permission has been granted by a school official. In addition, a parent or guardian must inform the school if their child is going to

drive off the campus before the end of the school day. If permission is granted, the student may only drive themselves and not peers.

3. Must not display “show-off” or reckless driving behavior in the school zone.
4. Must adhere to all Oregon Driving Laws including restrictions of passengers for new drivers, all speed regulations (20 MPH in school zones, and 5 MPH in the school parking lot), and the wearing of seatbelts. Violation of these regulations will be considered reckless driving.

Finally, it is expected that since driving students represent our oldest students, they will be conscious of the need to model conscientious and safe behavior for the younger students.

Students will not be allowed to drive to sporting events. They are provided transportation by the school. See page 45, Student Transportation, in this handbook.

#### Consequences for Violation of Conditions:

A student who violates any of the above conditions will be subject to the following consequences: A student caught driving to school while under driving suspension will have their driving privileges revoked indefinitely.

A warning will be issued and a letter sent to parents for the first minor driving violation. The student will lose driving privileges for a period of no less than a week for the second violation.

A first violation for recklessness will result in suspension of the driving privilege for a period of no less than two weeks.

### **STUDENT EDUCATIONAL RECORDS**

The information contained below shall serve as the district’s annual notice to parents/guardians 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/guardians 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, as student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent/legal guardian and eligible student notice and consent will comply with all state and federal laws.

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

Education records are maintained in a minimum one-hour fire-safe place by the office by the administration.

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. Courses of study and marks received
8. Credits earned
9. Attendance
10. Date of withdrawal from school
11. Other information, including, but not limited to testing, discipline records, behavior records, social security number, and IEP's

### **Transfer of Educational Records**

The district shall transfer originals of all requested student education records, including any ESD records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten (10) calendar days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon laws.

Student report cards and records of diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Request for Educational Records**

The district shall, within ten (10) calendar days of a student seeking enrollment in services from the district, notify the public or private school, education service district, institution, agency, or youth care center in which the student was formerly enrolled and shall request the student's educational records.

### **Access/Release of Educational Records**

By Oregon law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents/Guardians of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. If parents/guardians or eligible students want copies of the education records, the district may charge a copy fee.

### **Provision for Hearing to Challenge Content of Educational Records**

Parents/Legal Guardians of a minor, or eligible student (if 18 or older), may 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. Complainant shall make a request for a hearing in which the objections are specified in writing to the superintendent.
2. The superintendent shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
  - A. The superintendent or his/her designee,
  - B. A member chosen by the parent/guardian or eligible student, and

- C. A disinterested, qualified third party, appointed by the superintendent.
4. The hearing shall be private. Persons other than the parent/guardian or eligible student, witnesses and counsel shall not be permitted.

The superintendent or his/her designee shall preside over the panel. The panel may hear evidence from witnesses and the parents/guardians or eligible student 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 records. Such actions are to be made in writing to the parents/guardians or eligible student.

If, after such hearing is held as described above, the parents/guardians or eligible students are not satisfied with the recommended action, the parents/guardians may appeal to the Board where the action of the hearings panel will be reviewed.

Procedures for appeal beyond the Board follow the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with the Federal Family Compliance Office, U.S. Department of Education, Washington D.C., 20202, regarding an alleged violation of the Family Education Rights and Privacy Act.

#### **TALENTED AND GIFTED PROGRAM**

The district is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted (TAG) students are those who have been identified as academically talented and/or intellectually gifted. Students and parents/guardians interested in the TAG program should contact the child's teacher or administration.

#### **TELEPHONE USE AT SCHOOL**

Students are allowed to use the office or classroom telephones only for emergencies *with teacher permission*. They should not expect to use the telephone for social arrangements. Going to someone's house, attending a birthday party, or asking for forgotten homework should be arranged ahead of time with the parent/guardian.

#### **TEXTBOOK ISSUE PROCEDURE**

Textbooks will be provided free of charge to all students. If books are damaged, marked in any way, or lost, the student will be expected to pay for the repair or replacement cost of the book.

#### **TOYS AND EQUIPMENT**

Students are discouraged from bringing toys and equipment from home to school. Sometime teachers have special programs when students are allowed to bring personal items to share. These items should remain in the classroom. The school will not assume responsibility for loss or damage of toys and equipment brought from home to school.

If special circumstances make it necessary for a student to bring cash or other important possessions to school, these items can be safeguarded by registering them in the school office.

**Absolutely no toy guns, knives, or any other object that looks like a weapon are allowed at school at anytime.**

## **TRANSPORTATION OF STUDENTS**

A student being transported on district provided transportation is required to comply with the district policies, rules and regulations, and the conduct policies of the bus company. Any student who fails to comply with the district policies, rules, and regulations, and the conduct policies of the bus company may be denied transportation services and shall be subject to disciplinary action.

### **Transportation Rules**

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or other boisterous activity are prohibited on the bus.
3. Students will use the emergency door only in case of emergency or drill.
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 it is 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 bus 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 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:

1. 1<sup>st</sup> Citation – Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. 2<sup>nd</sup> Citation – The student is suspended from the bus until a conference arranged by the bus driver has been held with the student, the parent/guardian, the bus driver, and the administrator or his/her designee.
3. 3<sup>rd</sup> Citation – The student receives a five (5) to ten (10) day suspension and will not be able to ride the bus until a conference, arranged by the bus driver, has been held with the student, the parent/guardian, the bus driver and the school administrator or his/her designee. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violation: Any severe violation will result in the immediate bus suspension of the student for a minimum of ten (10) school days and up to a one-year bus expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the parent/guardian, the bus driver, the transportation supervisor, and the school administrator or his/her designee.
5. In all instances, the appeal process may be used if the student and/or parent/guardian 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.

### **VALUABLES AT SCHOOL**

Items belonging to a student which are unlawful or are in violation of school policy may be seized.

Money and other valuables should not be kept at school or in dressing rooms. If the item cannot be kept on your person or left at home, consult the office. The school will not assume responsibility for loss or damage of valuables.

### **Bicycle Information**

Students may ride bikes to school; however, bikes must be parked in designated areas only. Students should provide their own locks for security. Bicycles are not to be ridden on the school grounds during school hours. Students are to observe all bicycle safety rules when traveling to and from school. Students who ride bikes to school must wear a bicycle safety helmet. Failure to wear a helmet will result in a call to parents/guardians and may result in the student loss of the privilege to ride his/her bicycle to school.

### **Student Bicycle, Skateboard, Rollerblade, Scooter Use**

Bicycles, scooters, and skateboards may only be ridden in designated areas and during specific times of the school day. **UNDER NO CIRCUMSTANCES ARE BICYCLES, SCOOTERS, OR SKATEBOARDS TO BE RIDDEN ON THE SIDEWALK OR THE TENNIS COURT.** Skateboards and scooters brought to the school are the responsibility of the owner. Students are to place their bikes in the bike rack upon their arrival at the school. By law, all students under the age of 16 must wear appropriate safety gear. Remember, bikes, scooters and skateboards are brought to school at the risk of the owner. When a question of ownership, theft, or damage occurs, the school will assist the student where possible but will refer the problem to the police department if necessary.

### **VISITORS / VOLUNTEERS**

Parents/Guardians and other visitors are encouraged to visit Ione Community School at times that will not interfere with instruction. During school hours we want to ensure the safety and welfare of our students, honor the valuable instructional time teachers and students are given, and ensure that visitors are properly directed to the areas in which they are interested. **Therefore, all visitors must report to the office upon entering school property.** The administrator or his/her designee will approve all requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the school administrator. No individual may loiter on or near school premises.

All school volunteers must be approved by administration as per policy ICC prior to volunteer services. Background checks must be completed and on file in the office.

# **IONE SCHOOL DISTRICT ATHLETIC HANDBOOK 2016-2017**

## **ATHLETIC PHILOSOPHY**

Athletic competition contributes to sound educational objectives when properly organized and conducted. The intent is to offer an educational athletic program while giving proper regard for the needs, capacities, and welfare of all participants.

To fully utilize the potential of athletics for educational purposes, the Secondary Athletic Program will be conducted in accordance with the following:

The Secondary Athletic Program:

- is considered an integral part of a student's educational experience.
- adheres to all Oregon School Activities Association and Ione School District administrative procedures.
- is conducted by professionally prepared personnel who foster the welfare and safety of all participants and act as professional adult problem solvers.
- will provide maximum student participation and encourage a variety of participation.
- will be coordinated to provide optimum sequential growth for students grades six through twelve.
- will provide students an opportunity to develop leadership skills, teamwork, sense of competition, an attitude that values commitment, success and winning, the importance of being physically fit, self-discipline, mastery of fundamental skills, and sportsmanship.

## **OBJECTIVES**

### **Physical Fitness**

Students will voluntarily expend the vigorous effort required to develop a high degree of physical fitness.

Students will learn the value of physical fitness.

### **Motor Skill Development**

Students will practice and demonstrate sequential skills appropriate to their levels and abilities.

### **Social Development**

Students will follow rules, respect authority, and tolerate individual differences.

### **Life-Long Skills and Attitudes**

Students will recognize life-long skills and attitudes that provide opportunities to utilize leisure time.

## **GUIDELINES**

The interscholastic athletic program is designed for students, grades six through twelve, who desire to participate. The athletic program is organized and conducted in accordance with the following guidelines to utilize the potential of athletics as an educational experience:

It is the responsibility of the administration and coaching staff to understand, represent and enforce the Oregon School Activities Association and the District's athletic philosophy, code of ethics, policies, rules, and regulations.

Eligibility of students, grades nine through twelve, is governed by Oregon School Activities Association. All athletes will have completed adequate practice sessions (minimum of 9 sessions) to insure proper physical conditioning before engaging in a contest.

Contests will be scheduled to interfere as little as possible with academic class time. No contests or practice will be scheduled without the approval of the principal or his/her designee.

Coaches will be certificated teachers employed by the Ione School District *when possible*. Personnel associated with the Ione athletic program who are not on a current contract with the District will be approved yearly as volunteers PRIOR to participating in the Secondary Athletic Program.

**Coaching/Volunteer Requirements:**

- First Aid/CPR - every 2 years
- Fundamentals of Coaching - one time class
- Heat Illness Prevention - every 4 years
- Anabolic Steroid and Performance Enhancing Substances - every 4 years
- Consussion in sports - yearly

Football Coaches Only:

- Heads Up Football Certification - yearly
- Heat Illness Prevention
- Sudden Cardiac Arrest
- Blocking, Tackling, Equipments Fitting

Ione School District believes that all persons should have an equal opportunity for employment, regardless of age beyond the 21st birthday, race, sex, religion, national origin, marital or parental status, or handicap that does not preclude performance of bona fide requirements of the position.

**SPORTS OFFERED**

**HIGH SCHOOL (grades 9–12)**

- Basketball
- Baseball (Co-op w/ Heppner)
- Football
- Softball (Co-op w/ Heppner)
- Tennis (Co-op w/ Heppner)
- Track
- Golf (Co-op w/ Heppner)
- Volleyball
- Cheerleading
- Wrestling (Co-op w/Heppner)
- Cross Country (Co-op w/Heppner)

**MIDDLE SCHOOL (grades 6-8)**

- Basketball
- Football
- Track
- Volleyball

**STUDENT ATHLETES**

- Attend and positively participate in all scheduled practices.
- Follow directions as communicated by the coach promptly and effectively.
- Participate positively in all skill, knowledge and application exercises as assigned by the coach.



Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.

Accept authority and supervision in a positive manner at all times.

Communicate effectively with the coach and teammates.

Work cooperatively with the coach and team members as a problem solver.

Demonstrate loyalty to the school, coach, and the team.

Treat fellow students, opponents, their fans, and all adults with dignity and respect.

Refrain from conversations that foster dissention.

Respect judgment and integrity of contest officials; abide by rules of the contest and display appropriate behavior at all times.

Act as positive role models for fellow athletes.

Live up to the high standard of sportsmanship established by the Ione School District for athletic programs.

Avoid public displays of anger and/or displeasure.

### **PARENTS/FANS**

Understand and support athletic programs and their expectations as defined in Participation Standards for Ione School District Athletes.

Live up to the high standard of sportsmanship established by the Ione School District for athletic programs.

Avoid public displays of anger and/or displeasure.

Act as good role models for student athletes by positively supporting teams in every manner possible.

Leave coaching of the team, playing time, position, and placement on junior varsity or varsity to the head coach and staff.

Respect opposing fans, officials, coaches, and participants.

Approach before, during, and after games with positive comments. Withhold negative comments regarding the game, athlete(s) or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.

In keeping with the district's goal of teaching and demonstrating the highest levels of sportsmanship during athletic contests, we expect fans to demonstrate conduct appropriate for high school activities at all times. The Ione School District's expectation for positive fan behavior is a higher standard than one would expect to see tolerated at college or professional sports events. The district assumes that adults understand and will demonstrate general behaviors that are appropriate. However, the following guidelines are presented to ensure a clear understanding of some behaviors that are unacceptable.

#### **Parents/Fans may not:**

1. Engage any human beings in an angry or aggressive manner on school property or at school activities. This includes referees, coaches, other fans, parents/guardians, students or school personnel.
2. Use swear words or vulgarity on school property or at school activities.
3. Threaten, verbally or physically, any person including referees, fans, coaches, players, spectators, or school personnel at any time on school property or at school activities.
4. Create public displays of anger and/or school personnel at any time on school property or at school activities.

*Violation of these standards may result in the removal of the fan from school activities.*

## **PROBLEM SOLVING FOR COACHING STAFF, STUDENTS AND PARENTS**

It is expected that all parties will use the best possible adult problem solving behaviors in resolving issues. State law and district policy will govern the resolution of all problems, and as per routines and procedures established in the Coaches Handbook, Student Code of Conduct and other district/school routines and procedures.

Any citizen who has a concern or complaint may express that concern or complaint to school administrators. It is strongly recommended that complaints and concerns not be expressed in public places such as games and/or other activities.

The best place to express a concern or complaint is during a meeting with school officials called specifically to hear the concern or complaint.

It is important that concerns be expressed in a calm, understandable, and specific manner.

School officials will listen carefully and paraphrase the concern or complaint to be sure they have correctly heard the concern or complaint. Once it is agreed that the school official has accurately heard the concern or complaint, he or she will discuss the options for resolving or easing the concern or complaint. Such options will be in compliance with standard policies and procedures.

If a problem is something that could and should be worked on at the school level, the administrator will make every effort to achieve improvement and inform the concerned citizen.

If a concern or complaint revolves around an ongoing policy, practice or procedure, the citizen will need to accept that school administrators are not authorized to make such changes, but will further discuss the matter with the Superintendent..

Administrators and athletic directors are encouraged to meet with parents/guardians whenever they or the parents/guardians feel a need for such a meeting either individually or as a group.

### **Problem Solving Communication Schedule**

**Step 1:** Ideally the coach and student will meet with informal verbal communication. If student does not feel comfortable meeting with the coach by themselves then proceed to step #2 .

**Step 2:** The coach, student, and parent/guardian meet. (If a resolution cannot be resolved, the coach will advise the athlete and parent/guardian to advance to step 3.

**Step 3:** The head coach, the coach, the student, and the parent/guardian meet. (If the issue cannot be resolved, the head coach will advise the athlete and parent/guardian to advance to step 4.

**Step 4:** The athletic director, the coach, the student, and the parent/guardian will meet. The athletic director will gather information and determine the blocking point.

1. Talk to all parties independently.
2. Ask for observations from others.
3. Meet with all parties to resolve issues.

**Step 5:** The athletic director, the coach, the student athlete, the parent/guardian will appeal to the school administration. The principal will work to resolve the issue(s).

## **STATEMENT OF STUDENT PARTICIPATION**

It is the belief of the Ione School District that participation in athletics is a privilege extended to students. Students involved with athletics are to be responsible representatives of their school and our community.

Participation in interscholastic athletics offers individual students opportunities to grow physically, intellectually and socially through their participation in team and individual sports. We strive to provide an environment for school activities, which is free of discriminatory insults, intimidation, and harassment.

The Ione School District provides comparable interscholastic athletic competition for male and female students in a variety of sports. Students are encouraged to participate on the basis of their interest and physical condition. Qualified coaching and supervisory personnel are provided for all school-sponsored athletic events.

Ione School District is a member of the Oregon School Activities Association (OSAA). In all athletic matters, our district must adhere to the policies, rules, and regulations of that body, the State Board of Education, and Oregon Revised Statutes.

## **STATEMENT OF RISKS**

Any activity which may result in contact with fixed or moving surfaces contains inherent risks of serious bodily harm which cannot be eliminated. The participant and the participant's family must accept the possibility of injuries from these dangers.

The possibility of injury can be reduced, but not eliminated, by knowing and using proper technique and fundamentals, maintaining good physical conditioning, being alert at all times and attending all training and practice sessions.

As a condition of permission to participate, the student assures that he/she will use proper technique and fundamentals, maintain good physical conditioning, stay alert at all times, attend all training and practice sessions, follow instructions, and obey the rules of the game.

No student will be allowed to participate in practice or games until a date and signature by both the student and parent(s) or guardian(s) is on file recognizing this risk.

## **PHYSICAL EXAMINATIONS**

The school district requires students who participate in extracurricular sports in grades 6 through 12 to have a physical examination on file. Physicals are required before students begin sports in middle school and high school, and every other year thereafter. Students who are diagnosed with a significant illness or have had a major surgery will have a physical examination prior to further participation in extracurricular sports. Any physical examination shall be conducted by a physician possessing an unrestricted license to practice medicine, a licensed physician assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

Physicals are available at the Ione Clinic. The physical examination is the responsibility of the parents/students and is to be paid by them. Record of the exam shall be kept on file at school and shall be reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing the examination.

## **INSURANCE**

Student accident insurance, dental accident insurance, life insurance, and football-only accident insurance plans are available to all students on a voluntary basis. The school insurance application is to be mailed by the parent/guardian directly to the insurance company office. The coverage goes into effect the day after the post-marked date.

Participation in these plans is optional; however, proof of accident insurance must be filed with the office *before* a student may participate in athletic activities. Students participating in football in grades 9-12 who otherwise are not covered by health and accident insurance must be covered by a football only plan. The Ione School District does not assume financial liability for medical bills.

## **STUDENT TRANSPORTATION:** (Policy EEAE)

When the activity demands travel from the school, the student will go and return by school sponsored transportation. In the case where an Ione School District student desires to leave an out of town activity, not returning with the coach or advisor of that activity to Ione, the following procedure will be followed;

1. At the completion of the contest the parent/legal guardian must visit directly with the coach and sign the student out with the coach at that time. This release will be on a form provided by the coach that will show all students that are traveling with their parents. The coach will keep this release form and return it to the athletic office upon their return to the school.
2. If the student plans to return with another adult, the parent and/or legal guardian of the student must provide a written note advising the school district of their intent to have their son/daughter leave the activity with an adult at the activities' conclusion, BEFORE the student leaves for the event. This note must be signed by a building administrator AND be presented to the coach or advisor by the student, parent, or guardian, in order for the coach or advisor to allow the student to leave an activity with the parent or guardian.

*Please note in some cases, the Administrator may not agree to sign this note based upon the desire for the team to travel to and from a contest together. If the coach or advisor notified the students and parents of this philosophy in advance, the policy of the coach or advisor takes precedent, and would be over-ridden only in the case of an emergency.*

Student athletes or students at activities may not be transported by anyone other than their coach, advisor, parent, guardian, or parental designee UNLESS a person other than these people mentioned is acting as an "agent" of the ISD. In order to act as an agent for the ISD a person must:

1. Provide a copy of their driver's license, and proof of insurance. This information must be submitted to the building secretary a minimum of forty-eight hours in advance so that the person's driving record and limits of their insurance policy can be verified by the ISD.
2. Be a minimum of 25 years old, and
3. Get approval from the building administrator that the vehicle to be utilized to transport students appears to be in good working order and safe.

Students leaving an out of town activity without approval, or violating any aspect of these procedures, will be disciplined and may be suspended from an activity for the duration of the season.

The school's administration has the responsibility to arrange transportation to and from school activities using authorized firms' or individuals' vehicles. A motor vehicle under this policy is interpreted to be an enclosed mode of transportation (car, van, bus, etc.).

The school administration may authorize teachers, school employees, parents, or other community members who are volunteers to transport children in their privately owned motor vehicles, provided that the driver has a valid driver's license and the owner maintains liability insurance. School District transportation is to be utilized if available and in preference to privately owned vehicles.

Students will not be allowed to ride in open pickups nor on the flat bed of a truck.

Students who ride buses to and from school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules.

### **Transportation Rules**

The following represent the procedural expectations of those involved in transporting and riding activity/athletic buses representing Ione County School Districts.

Safety Measures - because safety, comfort, and operating efficiency are so directly affected by rider conduct, the following are expected:

All student riders are expected to:

1. Refrain from fighting, wrestling, or boisterous activity.
2. Use the emergency door only in the case of an emergency.
3. Remain seated while the bus is in motion.
4. Keep the bus clean and refrain from damaging it. (The use of soft drinks will be limited).
5. Be courteous to the driver, fellow students, and passersby.
6. Store large items (or hard items) on the floor or in provided storage areas.
7. Refrain from interfering with any of the school bus operating controls except as instructed by the driver.
8. Refrain from walking on seats or swinging on luggage racks, etc.
9. Refrain from bringing aerosol spray cans, glass containers, or beverage containers without lids.
10. Refrain from sitting in the back seat if sufficient seating is available.
11. Refrain from blocking the aisle when the bus is moving.
12. Refrain from wearing shoes with cleats on the bus.
13. Use headphones with portable radios/CD Players / MP3 Players
14. Refrain from attempting to bring items that are too large to transport under the seats or in the provided storage compartments.

*Neither Mid Columbia Bus Company nor the School District are responsible for any articles that are not directly connected to the type of activity trip.*

Communication Channels: So as to facilitate the orderly completion of the activity trip or athletic event, the primary responsibility for all arrangements necessary lie with the school activity/athletic director or appropriate administrator in consultation with the management of Mid Columbia Bus Company.

Concerns and complaints from students and coaches are to be directed through the athletic director or building principal.

Unauthorized passengers (children/students not currently enrolled in the school district and adults not employed by the school district) must have prior approval by the School District before the trip departure.

### **Activities Bus**

Ione School District will run an activities bus at 6:00 PM each evening. The bus will make two stops – one in Lexington and one in Boardman. The purpose of the bus is to help facilitate students and families in participating in after school activities. Students must have PRIOR approval from a staff member in order to ride the activities bus. Students may not leave campus while waiting for the activities bus even if their activity is completed.

The following form will be available to all students: see Activities Permission Form at the end of this handbook.

### **HOME SCHOOL/PRIVATE SCHOOL STUDENTS**

Only students enrolled at Ione School District full-time or those registered at the ESD as home school students and who meet all eligibility requirements may participate in extra-curricular activities within their respective schools. Students attending private schools are not eligible to participate in school district middle school extra-curricular activities.

In order to participate in extra-curricular activities at the senior high school level students must meet all eligibility requirements of the district and OSAA, be registered at the ESD as home school students, or be attending a private school which does not provide the activity in which students wish to participate and are released from the private school to participate in a extra-curricular program.

All home schooled students are required to have on file in the school office forms showing Home School Student/parent Request, Ione School District Home School Verification, and ESD Home Schooling Notification, as well as meet all requirements of ORS 339.460, and OSAA rules including but not limited to completion of annual testing assessments.

### **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students will be eligible when a completed "Foreign Exchange Form" is filed with the Executive Director of the OSAA.

Principals are reminded of the following facts concerning Foreign Exchange Students' eligibility:

1. Foreign Exchange Students are eligible with reference to residence, provided they have not graduated, are not too old, and meet all other eligibility requirements of the OSAA.
2. This procedure applies only to Foreign Exchange Students on exchange programs approved by the Council on Standards for International Educational Travel (CSIET). (EXCEPTION: Oregon Rotary Clubs).
3. Foreign exchange students who are not on the CSIET list or on an Oregon Rotary Club program are only eligible if approved by the Athletic District Committee through the Hardship process.

4. Foreign Exchange Students are eligible for participation on a one time only basis and for a maximum of one year. The one-year includes enrollment in any school be it in Oregon or in another state.

### **ACADEMIC ELIBIGILITY REQUIREMENTS**

OSAA Regulations state that you are eligible if:

1. You are not 19 years of age prior to August 15.
2. You enter the beginning year of a high school for the first time, regardless of where you reside.
3. \* You transfer from one high school to another and your parents or legal guardian move with you to your new school district.
4. \* You remain at the school in which you are enrolled and your parents or legal guardian move out of that school district.
5. You successfully completed at least two (2) credits of work the immediate preceding trimester.
6. You currently are enrolled in and passing subjects equivalent to at least two (2)credits of work, provided at least one (1) credit of work are through enrollment in high school.
7. Following initial enrollment, you have not exceeded twelve (12) consecutive trimesters.
8. You do not accept or enter into any agreement for the purpose of later accepting any compensation or thing of value for, or in recognition of, athletic abilities except your school athletic letter, small medals, certificates, plaques, or emblems.

*\*NOTE: Anytime you transfer from one high school, whatever the circumstances, your Athletic Director should be consulted immediately.*

This is only a brief summary of the rules to be found in the official OSAA Handbook. These rules are intended to protect you and to provide fair competition. There are a few exceptions to the above rules. There also are additional requirements. Consult your Athletic Director for additional information.

### **EXTRA-CURRICULAR ACTIVITY ELIGIBILITY STANDARDS**

Ione School District encourages and supports student involvement in athletics and activities as an integral part of each student's education. Participation in extracurricular athletics and activities is a privilege a student earns through satisfactory completion of the standards set by the Ione School District.

Assumption and Guiding Principles

1. All students can complete all work when supported by a pro-active high support system.
2. The essential support system will include the student, teacher, parent, and school administration.
3. The support system will clearly define responsibilities, components, and timelines.
4. The support system will adhere to current OSAA standards and Ione School District policy.
5. The process will include the identification, notification, and mediation of the student's progress and outline consequences as defined by student eligibility standards.

### **ELIGIBILITY REQUIREMENTS**

OSAA regulations require students pass five classes each semester. Ione students must meet all OSAA requirements for eligibility in addition to the district criteria.

To be eligible to participate in extra-curricular activities\*, a student must:

1. Maintain at least a 2.00 GPA with no F's. Grades will be checked at the mid-term of each quarter; should a student have an F or F's and/or a GPA below 2.00, they will be placed on academic probation. During that academic period, students are still eligible to participate in extra-curricular activities. However, should a student still have any F's and/or a GPA below 2.00 at the end of the grading period (quarter or semester) they will be ineligible for all extracurricular activities until the next mid-term grade check. Students who are ineligible may not play, warm-up, or dress down for any games/contest during the period of ineligibility. Students who are ineligible are still members of the team/club/activity, can still practice, and can attend home games. They will, however, not be allowed to travel to away contest/activities on school-provided transportation.
2. Club/organization participation must comply with the above athletic policy in regards to GPA and no F's; however, as many activities are not confined to a "season", students will need to meet the eligibility requirement prior to all club/organization activities. The school principal is authorized to set this policy aside in order to give special consideration to those students who because of mental, emotional, or physical disabilities cannot fulfill the requirements of the policy. *However, under no circumstances will any student be declared eligible who has not met the basic requirements set forth in the policies of OSAA.*
3. Demonstrate appropriate school behavior including meeting dress code requirements during practice, traveling and attending home and away games.
4. Refrain from the use of alcohol, drugs, and tobacco. (Students violating this will be dealt with according to the Ione School District Conduct Code as well as school conduct and athletic codes.) See policy #7255.
5. Be a member of the ASB.
6. Be in attendance the full day of any scheduled activity in order to participate. The coach, athletic director, and principal must approve any exceptions to this policy. Excused absences as outlined in the school attendance guidelines per the student handbook will be considered an exception to this policy. Attendance on Thursday is mandatory for participation at a Friday contest. Students absent or late to school the day after an activity will be referred to the coach for disciplinary action per team rules.
7. Be in attendance at each regularly scheduled practice. Any absence from a regularly scheduled practice session without the coach's authorization, either by prearrangement, conference with the coach, or absence from school shall receive consequences per team rules.
8. In addition to the above, students involved in the school athletic programs shall meet the following requirements:
  - a. A physical examination by a registered physician and approval from the physician to participate (first participation in 6th grade and 10th grade, and every other year after). Students who have been seriously injured, who have had surgery, or who have a health condition which requires regular checkups, will be required to have additional physical examination before participation.
  - b. Be covered by school insurance or comparable coverage.

\*Extra-curricular activities are defined as those activities under sponsorship or direction of the school for which participation is voluntary.



**OSAA Credit/Eligibility Chart:**

Approved Minimum Satisfactory Progress Requirements (effective August 1, 2015)

Credits to Graduate	24.0
Required Prior to Year 2	4.5
Required Prior to Year 3	10.0
Required Prior to Year 4	17.0

Taken from OSAA website: [http://www.osaa.org/governance/handbooks/osaa#\\_Toc456100272](http://www.osaa.org/governance/handbooks/osaa#_Toc456100272)

**EXTRA CURRICULAR CODE OF CONDUCT**

It is the belief of the Ione School District that participation in athletics, clubs, and school activities is a privilege extended to students. Students involved with athletics, clubs, and school activities are to be responsible representatives of their school and their community. Prior to participation in athletics, clubs and school activities, the student, parent(s), or guardian are required to sign a form to ensure their reading and understanding of the Extra-Curricular Code of Conduct.

All students representing Ione Community School must comply with the standards of conduct listed in the board policy and school's handbook. This policy is a minimum conduct standard. Coaches and advisors may add additional expectations specific to their activity, within district standards and with administrative approval at the building.

If the superintendent or his/her designee determines either by a preponderance of symptoms or by reasonable evidence that a student involved in athletics, clubs and school activities is using alcohol, illegal drugs or other controlled substances, the district may require the student to be tested immediately at the parent, guardian, or students' expense and submit the results to the district as a condition of participation. A positive test shall cause the student to receive consequences as specified in the district's Extra-Curricular Code of Conduct.

**Use, Possession, Distribution, or Sale of tobacco, Alcohol or Other Drugs**

Participants will not use, possess, sell, or distribute alcohol, other drugs, drug paraphernalia, or items purported to be drugs at school-sponsored activities, school related activities or at any student gathering under the auspices of any local, state, or national student or school organization or at any other time, including evenings, weekends, and holidays during the entire term of the activity from the official starting date established by the Oregon School Activities Association or the district or the school as the case may be, until the final date of the activity in which the participant is involved.

FIRST OFFENSE: Students determined to be in violation of this policy by use, possession, or active involvement with drugs or alcohol will be subject to an immediate athletic and activities suspension of at least one month (30 calendar days) and/or half the contest during that season, whichever is greater. The suspension will begin as soon as the school becomes aware of the violation. The total actual time of the suspension will be determined as follows:

1. Student chooses to undergo voluntary assessment, and plan of action: The student will continue to practice, but will not play in any contests during this period of suspension. Assessment is a process by which information is gathered about attitudes and behaviors that may be symptomatic of chemical dependency. Assessment is to be performed by any licensed assessment provider. The result of assessment must be submitted to the administration. Students who choose voluntary assessment must follow the recommendation of the outcome of the assessment. Documentation of satisfactory progress must be provided to the administration by the treating agency. Upon receiving this documentation, the administration will make the determination whether the student will remain in participation in the activity.

A plan of action will be developed by the administration to assist the student in correcting the offense. This plan will consist of, but is not limited to, three assignments to the student:

- a) additional academic work,
- b) school service work, and
- c) a student contract.

The plan will focus on individual needs of each student and thus is not expected to be the same for all students. Students choosing the plan of action must complete and adhere to all components of the plan.

If the administration determines that the student will be reinstated to full participation in the activity, the student will be reinstated to the same team (Varsity, J.V., etc.) and have full opportunity to play on that team by earning his/her way back through hard work and a positive attitude. The student will not be expected to be reinstated to a starting position, but he/she must have the opportunity to earn it back.

2. Students who choose not to undergo voluntary assessment: The student will be suspended for the remainder of the activity season and will lose letter privileges of the activity.
3. In both #1 and #2 above, the administration may extend the suspension from one activity season into the next, if either the assessment results or the number of contests affected are considered unsatisfactory.
4. This policy will be applied throughout the calendar year, regardless of school dates. Any suspension and recommended corrective actions will be applied from one school year into the next.

**SUBSEQUENT OFFENSE:** Immediate and full athletic and activity suspension for a period of one calendar year. Mandatory follow-up with a qualified assessment provider will be required for reinstatement of the students into other activity programs and is contingent upon the student complying with the recommendations of the assessment provider and the provisions of the plan of action as described under First Offense. If the subsequent offense is more than three years after the initial offense a suspension from the activity program for the remainder of the activity season, or for a period of not fewer than nine weeks, whichever is greater, may be applied in place of the one year suspension.

Suspension. If a student has a suspension, in or out of school, he/she cannot participate in a practice, contest, or activity during the period of suspension.

#### Drop Out of a Sport

1. An athlete dropping out of one sport shall not be allowed to participate or practice in another sport that sport season without the consent of the coaches.
2. A student dropped from a sport for disciplinary reasons may not participate in another sport for the remainder of the season that he/she dropped.

#### Theft-Vandalism

A student, parent, or legal guardian will be financially responsible for:

- a. Theft from, or vandalism to, school property by named student.
- b. Theft from, or vandalism to, private property (motel rooms, restaurants, etc.) by named student.

There will be no award or participation until financial obligations are met.

#### ATHLETIC LETTERS

Ione High School awards athletic letters to students to be determined by coach as outlined in his/her rules at the beginning of the athletic season.

#### ATHLETIC TRIPS

Athletic teams will spend the night on athletic trips only when deemed necessary by the school administration.

The athletic office will make the arrangements for transportation of athletic teams. All athletic trips are taken in district-provided vehicles. The principal or the supervisor of secondary athletics must clear exceptions caused by team size or other circumstances. The Head Coach will travel to and from all athletic contests on the bus with the team unless approved by the Athletic Director. The coach will see that the conduct and appearance of players is exemplary and conforms to the Athletic Code of Conduct.

The coach will select the traveling team as soon as possible and submit a list of those traveling to the athletic and attendance offices. An itinerary will be prepared in advance to inform the team, parents and the school office.

When traveling, coaches should have a list of emergency phone numbers; i.e. building athletic director, principal, assistant principal, supervisor of secondary athletics. If a telephone is available, the coach will call and advise one of the above of the situation and the estimated amount of delay. Arrangements will be made to notify parents of the delay.

#### AWARDS AND BANQUETS

Athletes may earn either a varsity award or a participation certificate if they meet the criteria as determined by the Ione School District.

Letter awards for varsity athletic achievement are given at the high school level. Middle schools will provide certificates for athletic participation and achievement. Awards are made on the coach's recommendation based on the District's criteria that reflects the degree of participation.

In recognition of significant athletic achievement, special awards can be presented for specific sport accomplishment, inspirational performance, and over-all athletic performance. Special awards are to be minimized at the middle schools.

End-of-season banquets, desserts, and activities honoring athletic participants are acceptable at the high school level. Sponsorship of such banquets by booster clubs and community service organizations is considered a legitimate activity.

### **CORPORAL PUNISHMENT**

Oregon law and District policy prohibit corporal punishment of students by staff members or volunteers of the public schools. Law does not ban pain or discomfort as a part of conditioning for athletics, but pain from activities used as punishment is banned.

### **DUAL PARTICIPATION DURING A SEASON**

There are no policies from the Oregon Schools Activity Association or the Ione School District restricting an athlete from participating in more than one sport during a season. The principal and the supervisor of secondary athletics must grant permission for dual participation.

### **FUNDRAISING**

Coaches must have prior approval by the principal/athletic director. All fundraising activities must meet the requirements of the law. Attention will be given to raffles and fundraising activities that could be considered gambling. All money raised in fundraising activities must be kept in the school accounts.

### **GAME CANCELLATIONS DUE TO INCLEMENT WEATHER**

When the District has cancelled school due to weather conditions, there will be no athletic contests or activities taking place on that day/evening. The "procedure" to be followed when the District has cancelled school will be that no athletic contests and activities will take place on that day/evening.

Communication is the key when game cancellations arise. It is inappropriate for one school to hold an athletic contest and/or travel while others in the district do not.

When canceling an athletic event, the head coach or building athletic director will communicate the following.

1. Inform the opposing school and reschedule a date and time.
2. Inform the coach so he/she can inform his/her players and parents.
3. Inform the bus company to cancel transportation arrangements.
4. Inform the officials.
5. Inform the media.

### **GIFTS**

Coaches will not accept gifts of significant value from players or parents/guardians. Any exceptions require the notification of the principal.

### **HARDSHIP REQUESTS**

**Definition:** A "hardship" is described as a circumstance or circumstances beyond the control of the student that may have prevented the student from meeting OSAA eligibility requirements. To be considered a hardship, a student's ineligibility needs to qualify as an individual case deserving special consideration. Hardships are not for the benefit of the school, but to aid deserving students.

### **INJURIES TO THE ATHLETE**

The coach or designated representative is responsible for:

- Giving immediate care,
- Notifying the parent/guardian,
- Arranging for transportation to a medical facility if necessary, and
- Notifying building administration.

If the parent/guardian cannot be reached, the coach or a designated school official will act on behalf of the parent/guardian.

State law prohibits school personnel from administering any internal medicine.

The head coach is responsible for processing all injury reports. When an injury occurs, the athlete will report to the main office for the accident report form. If the injury occurs during off-hours, or requires immediate attention, the athlete will report as soon as possible when he/she returns to school. If the athlete is under the care of a physician, a medical release is required for the athlete to resume participation.

### **MEDIA**

Athletic information including schedules, rosters, ticket policies, and news releases are distributed by the Athletic Director.

The head coach of each team is responsible for reporting to the media any pertinent information about the team. Varsity game results are to be reported to the sports media as soon as possible after the completion of the contest.

All coaches and student participants are expected to be cooperative with representatives of the news media.

### **OFF-SEASON TRAINING PROGRAM AND CAMPS FOR STUDENTS**

The Ione School District encourages out-of-season conditioning programs within OSAA guidelines. Athletes will be guaranteed complete freedom of choice. Coaches will not state or imply that participation in any camp is required for participation in the school athletic program.

All coaches must emphasize that athletes should turn out for the sport in season. An off-season conditioning and training program must not keep an athlete from turning out for a current sport. The current sport season remains the primary concern for the coaching staff. The District's goal is for the success of all school teams through maximum participation of athletes.

A coach will not advise an athlete to not go out for a sport so that he/she may work in an off-season program. Violation of this provision will be considered a major breach of athletic regulation and coaching ethics. A contracted coach or volunteer must provide adult supervision during off-season conditioning sessions.

Coaches must have administrative approval for any camp that will be operated at or through the school. The building athletic director will submit a current listing of all camps to Athletic Director. Coaches must be knowledgeable of district policies regarding the use of district facilities and the school name in promoting and sponsoring camps. A district Facility Use Agreement must be completed whenever district facilities are used.

## **PRACTICE SCHEDULES**

Athletic practice parameters are determined by the District in accordance with the rules and regulations of the OSAA. All athletic programs will begin practice on the first day allowed by OSAA rules. Practices will be carefully planned in the best interests of the health and welfare of all participants. Weekday practices will continue through the entire season.

The District determines the length of practices. Middle school practices will not exceed 1.5 hours daily. High school practices will not exceed 2 hours daily excluding dressing and showering.

Practices on Sundays and holidays will be permitted only with approval of the principal or athletic director.

**PRAYER.** Coaches will not use their positions to promote their religious beliefs. Coaches will not lead athletes in prayer.

## **RESIDENCE REQUIREMENTS AND TRANSFER POLICY**

Ione Community School is a charter school accepting students from any attendance area up to the board-approved cap on a first-come, first-served basis. However, athletic eligibility of a student who transfers shall be subject to compliance with OSAA Rule 8-6. The athletic eligibility of a student who transfers shall be subject to compliance with OSAA Board Policy (BP-8), which requires the transfer to be made at the beginning of the school year or during the summer months.

## **STUDENT ATHLETIC MANAGERS**

The head coach will appoint student athletic managers and assistant managers. Managers perform duties as assigned by the head coach and must be age appropriate for the team (middle school-middle school, high school-high school).

**TEAM SIZE.** The District philosophy is maximum participation for all students.

## **USE OF SECONDARY ATHLETIC FACILITIES**

Scheduling athletic facilities is a responsibility of the principal and Athletic Director. The use of school district facilities for any activity not part of the instructional day or the Ione School District Secondary Athletic Program, requires the completion of a use agreement. The District superintendent or business manager will determine final assignment of fees.

## **VAN CERTIFICATION**

The use of school district vans for athletic trips is sometimes necessary. Vans are considered Type 10 vehicles and require all drivers to have a current first aid card and be Type 10 certified. All staff drivers are Type 20 trained, which includes Type 10 certification. The total number of passengers, including the driver, is limited by the State to eight.

## **VOLUNTEERS**

Persons not under a current contract with Ione School District must complete a Volunteer form and return it to the school's office. No volunteers shall be on the field or court during contests without express consent of administration.

Under no circumstance shall any person be directly involved in athletic programs without a current Volunteer form on file. It is necessary that a new application be completed at the school each year. Finger printing and criminal background checks are required every three years.

## STUDENT DRIVING CONSENT FORM

This form must be completed by any student who intends to drive to school either occasionally or regularly.

Student Name: \_\_\_\_\_

### Checklist (to be completed by a school official):

\_\_\_\_ Student has shown proof of a valid Drivers License.

\_\_\_\_ Student has shown proof of insurance (insurance card, or letter from insurance agency or evidence 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.

### PARENT PERMISSION

I give permission for \_\_\_\_\_ to drive to school. I am aware of the school conditions regarding students driving to school.

*Signature of Parent/Guardian:* \_\_\_\_\_ *Date* \_\_\_\_\_

### STUDENT

I agree to adhere to the school conditions regarding students driving a vehicle to school.

*Signature of Student* \_\_\_\_\_ *Date* \_\_\_\_\_

### SCHOOL APPROVAL

Approved By: \_\_\_\_\_

*Signature of School Official:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## ACTIVITIES BUS PERMISSION

The Activities Bus is available for students who need to stay after school for club meetings, sports, extra help with assignments, test retakes, and detention. ***In order to ensure safety, students riding the late bus must remain on school grounds from the time school is out until the bus leaves.*** Students will not be allowed on the bus unless they have gotten permission from a staff member and turned in this signature page to the office **BEFORE** school is out.

\_\_\_\_\_ can stay after school to complete  
*Student Name*

\_\_\_\_\_.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Coaches will complete a team roster at the beginning of each season and students on the roster will not need to complete this form during the season.*