2019-2020
Student-Parent Handbook
GASTON JR/SR HIGH SCHOOL

300 Park Street Building D
Gaston, OR 97119
503-985-7516
www.gastonk12.org
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A MESSAGE FROM THE BOARD OF DIRECTORS

The Board of Education has the responsibility to see that a quality educational program is available to each student in our schools. Within the framework of Oregon law, courses and materials are developed, teachers and administrators are selected and rules and regulations are established to ensure a proper climate in which students may pursue their studies.

Sections of that law are cited here so that students and parents may know the basis for the rules that must be enforced by the Board. This responsibility is an obligation the board takes seriously. School personnel have been charged by the Board to carry out these rules in a fair, firm, and consistent manner to safeguard each student’s rights to the finest education we can provide to hold distracting forces to a minimum, and to eliminate behavior that disrupts the learning process. This will benefit the majority of students by allowing them to go to school relatively free from unnecessary interruption.

Parents, administrators, teachers and others responsible for the welfare of students must cooperate to interpret and enforce our behavior code and attendance policy.

This publication contains the rights and responsibilities, legal basis and rationale for which our policies are founded. Parents, it is important that you read and discuss this handbook as well as the code of conduct with your son or daughter.

We look forward to a good school year. We ask your cooperation to insure that all students have a school environment that promotes the educational process.

In order to assist parents and students in the pursuit of a quality education, Gaston School District has established Guidelines for Student Conduct. These guidelines are designed to create a pleasant and safe environment for all students in district schools.

BOARD OF DIRECTORS

► Christine Riley, Board Chairperson
  • Roger Mesenbrink, Director
  • Jeremy Morgan, Director

► Clinton Nelson, Vice-Chairperson
  • Karen Fordyce, Director

Meetings

Meetings: Regular Board meetings are normally held the first Thursday of every month at 6:00 pm. Board meetings are posted in the News Times, Oregonian and www.gastonk12.org website.

Citizen Input: Opportunities are provided at the start of each meeting, under “Hearing of Citizens,” and at the close of each meeting, during “Audience Time,” during which citizens may address issues, whether on the agenda or not. In addition, the Board may invite audience input during their deliberations and but request that input be limited to three minutes or less. Note: Personnel issues can only be discussed in private sessions with the superintendent or the Board.

Interpreters: With 48-hour notice, the District will provide an interpreter for Spanish speaking patrons and an interpreter for hearing impaired patrons per ORS 192.680

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BOARD OF DIRECTOR GOALS

GUIDING STATEMENT
Guiding
All
Students
Toward
Opportunities
Necessary for success.

GOALS

GOAL 1: Improve facilities to provide a safe, quality learning environment.

GOAL 2: Support the improvement of teaching and learning to prepare students for college and career.

GOAL 3: Support a positive learning environment and culture within Gaston Schools.

Adopted by Gaston School District Board of Directors on 1/4/2018

Gaston School District
300 Park St Gaston, OR 97119
Phone 503 985-0210 • Fax 503.985-3366
Dear Greyhound Community,

Welcome to the 2019-2020 school year! Our goal at Gaston Jr/Sr High is to build a positive culture by focusing on behaviors, routines, procedures and relationships. Cooperation and communication is an essential key in building a strong, positive partnership. This handbook communicates our policies and expectations to ensure a successful school year.

We will:
- provide a positive, engaging and safe learning environment for all.
- have high expectations for both academics and behavior.
- strive to build a strong partnership with students and parents.
- care about each student as an individual.

We expect students to:
- positively contribute to our school and community.
- develop positive attitudes and work habits to prepare for a career and/or college.
- actively participate in their own self development.
- make each class a learning experience through individual participation.

I encourage all parents and students to feel free to contact me with questions, concerns and ideas; please know that my door is always open.

Sincerely,

Summer Catino
Gaston Jr/Sr High Principal
ADMINISTRATION

Susan McKenzie  Superintendent/ Elementary Principal
Chrissy Jarvis  Business Manager
Linda Smith  Assistant Business Manager/HR
Cassie Hansen  District Office Secretary
Summer Catino  Jr/Sr High Principal
Maureen Wilson  Jr/Sr High Counselor
Tyler Smith  Facilities
Aubrey Jarvis  District Tech Coordinator

TEACHING STAFF

Michelle Butler  Student Support Specialist
Zac Cooper  Social Studies / Computers Social Studies
Laura Cornils  Social Studies / ELA
Julie Craig-Fore  HS English
Julie Dexter  Foreign Language / Art
Laurie Gottschalk  ELL
Kaleigh Grishaber  K—12 Music
Gary Hedin  HS Math / HS Athletic Director
Lee Holscher  JH / Elementary Physical Education
Rich Horton  HS Math
Ellen Irish  Testing Coordinator
Michelle Lashley  JH English / Social Studies / AVID
Joe Matteson Aaron  Science / Horticulture
Mullerleile  HS English
Colleen Paola  Social Studies / Elem Tech
Karen Peterson  HS Science
Madison Senz  Health / Fitness
Wade Sims  Jr/Sr HS CTE.
Catherine Thornton  Special Education / TRAC
Nicole Whiteman  Math / JH Athletic Director
Reeve Woodward  JH / HS Physical Education

SUPPORT STAFF

Kathy Booth  Instructional Specialist
Janet George  Instructional Specialist / IGNITE
Carolyn Lowery  Registrar / ASB
Debbie Mesenbrink  Jr/Sr Sped Records
Jennifer Oberg  Lead Secretary
Adrienne Sissoyev  Instructional Specialist
Kristin Sewall  Grad Coach / Transition Specialist
Elaine Spidal  Athletic / Attendance Secretary
Carla Wall  Instructional Specialist
NON DISCRIMINATION POLICY

Gaston School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Gaston School District office for additional information and/or compliance issues:

Gaston School District official compliance officer: Susan McKenzie, Superintendent

PARENTAL ACKNOWLEDGEMENT OF STUDENT CONDUCT CODE

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office with 15 days of review of the student handbook.

In addition, we have included the Computer Use Agreement, Private Transport Release Form, and Insurance Responsibility Form for signatures. These forms need Parent and/or Student signatures and returned to School Office.

PRIVATE PLACEMENT

Parents are required to notify the district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district’s offer of FAPE, [Free Appropriate Public Education], that they will be making a unilateral placement and they will be seeking public funding for their placement.

SCHOOL PHILOSOPHY

- It is essential that a public institution clearly define itself; to say exactly what it believes in and stands for.
- The development of responsible adults is a task requiring community commitment. It cannot be left solely to the public schools.
- The prominent tasks of the public schools cannot be achieved if a disproportionate amount of time and resources must be given to discipline.
- There is nothing undemocratic in requiring students to do things which are beneficial to them.
- Parents must consistently support the proposition that students have responsibilities as well as rights and schools have an obligation to insist upon both.
- Public schools are not obligated to serve students who, through persistent and serious acts, disrupt school and violate the rights of others.
- High performance takes place in a framework of high standards and high expectations.
- The school must have both the support of the parent and the student.
- The responsibility for learning must be shared by students, teachers, and parents.

PBIS PHILOSOPHY AND PROGRAM

Recognizing our need to support students both behaviorally and academically, GJSHS uses the PBIS framework to:

- Successfully fulfill the district’s guiding purpose.
- Model, teach, and positively reinforce appropriate social behaviors and encourage all students to be...

<table>
<thead>
<tr>
<th>SAFE</th>
<th>RESPECTFUL</th>
<th>RESPONSIBLE</th>
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<tbody>
<tr>
<td>BE FREE FROM HARM OF ANY KIND (PHYSICAL OR EMOTIONAL).</td>
<td>BE POLITE AND COOPERATIVE WITH OTHERS.</td>
<td>BE DEPENDABLE AND TRUSTWORTHY AT ALL TIMES.</td>
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# Gaston Jr/Sr High Student Behavior Expectations

<table>
<thead>
<tr>
<th>Setting</th>
<th>Responsible: Be Dependable and Trustworthy at All Times.</th>
<th>Respectful: Be Polite and Cooperative with Others.</th>
<th>Safe: Be Free from Harm of Any Kind (Physical or Emotional).</th>
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<tr>
<td>In the Classroom</td>
<td>- Clean up after yourself</td>
<td>- Consider how others feel and are affected by your words and actions</td>
<td>- Follow specific safety procedures and directions when required</td>
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<td></td>
<td>- Use problem solving skills</td>
<td>- Keep an open mind and allow others their opinions</td>
<td>- Ask permission to leave</td>
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<td></td>
<td>- Follow staff directions</td>
<td>- Behave in a way that allows for others to learn</td>
<td>- Keep aisles clear</td>
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<td>- Stay in control of your own words and actions</td>
<td>- Be considerate of others' personal space and belongings</td>
<td>- Use equipment and supplies appropriately</td>
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<td></td>
<td>- Resolve your attendance issues before class (prearranged, tardies)</td>
<td>- Be honest</td>
<td>- Follow school guidelines in handbook</td>
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<td></td>
<td>- Be responsible for your own learning (do your own work, turn in work on time, complete make-up work in timely manner)</td>
<td>- Choose words carefully according to your audience</td>
<td>- Seek the help of staff when needed</td>
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<td></td>
<td>- Dress appropriately according to handbook</td>
<td>- Actively listen to designated speaker</td>
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<td></td>
<td></td>
<td>- Cell phones and electronic devices may be used outside class time</td>
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<td>On the Campus</td>
<td>- Keep school clean</td>
<td>- Use appropriate language</td>
<td>- Stop and Think</td>
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<td></td>
<td>- Be present, prepared, and on time</td>
<td>- Be polite and helpful</td>
<td>- Use school equipment appropriately</td>
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<td></td>
<td>- Report unsafe behaviors and circumstances</td>
<td>- Care for school grounds</td>
<td>- Follow directions in handbook</td>
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<td></td>
<td>- Maintain personal hygiene</td>
<td>- Respect others' privacy, personal space, and property</td>
<td>- Maintain appropriate physical contact</td>
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<tr>
<td></td>
<td>- Dress appropriately according to handbook</td>
<td></td>
<td>- Report unsafe behaviors and circumstances</td>
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<td></td>
<td>- Take care of personal belongings and personal property</td>
<td></td>
<td>- Keep areas risk free</td>
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<td></td>
<td>- Follow staff directions and obey school rules</td>
<td></td>
<td>- Maintain a tobacco, alcohol, and drug free campus</td>
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<td>- Get to destination promptly</td>
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<td>- Obey traffic laws</td>
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<td>- Use pass when necessary</td>
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<tr>
<td>During school activities</td>
<td>- Sit in designated area</td>
<td>- Be polite and helpful to visitors</td>
<td>- Stop and Think</td>
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<td></td>
<td>- Participate in activities</td>
<td>- Demonstrate positive sportsmanship</td>
<td>- Use school equipment appropriately</td>
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<td>- Keep school clean</td>
<td>- Support participants in their efforts</td>
<td>- Follow directions in handbook</td>
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<tr>
<td></td>
<td>- Report unsafe behaviors and circumstances</td>
<td>- Use appropriate language</td>
<td>- Maintain appropriate physical contact</td>
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<td>- Obey traffic laws</td>
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CONDUCT

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

For more information, please refer to GSD Policy JFC.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board recognizes that individual students have legal rights under the guarantees offered under the federal and state constitutions and laws. The Board recognizes that students have rights and responsibilities, which include the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to interfere with others’ rights to education nor to discriminate against others;

2. Right to a free public education – students have the legal obligation to attend school as well as to observe the rules and regulations essential for fostering a good learning environment;

3. Due process – students have the right to protection under the law with respect to suspension, expulsion and/or unreasonable searches and seizures which the student believes unduly restrict their rights;

4. Right to free inquiry and expression – students have an obligation to observe rules regarding these rights which are designed to protect the learning environment;

5. Right to privacy – students have the right to privacy and responsibility to deport themselves in accord with the trust placed in them.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students’ rights and responsibilities, including standards of conduct, will be made available annually to students, their parents and employees in the handbook.

For more information, please refer to GSD Policy JF/JFA.

STUDENT CODE OF CONDUCT

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

Off campus conduct and outside of school time conduct that violates the district’s Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

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

1. Assault;
2. Hazing, harassment*, intimidation*, bullying or menacing*, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person, who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participated in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

3. Coercion*;
4. Violent behavior or threats of violence or harm* [as prohibited by Board policy JFCM – Threats of Violence];
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** [as prohibited by Board policy JFCJ – Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft [as prohibited by Board policies ECAB – Vandalism/Malicious Mischief/Theft and JFCB – Care of District Property by Students including willful damage or desecration to district property*; or to private property on district premises or at school-sponsored activities;
8. Sexual harassment [as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation];
9. Possession, distribution, or use of tobacco**, inhalant delivery systems, alcohol or drugs**, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) JFCG/JFCH/JFCI/KGC/GBK – Use of Tobacco, Alcohol or Drugs;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

** In regard to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to $100 as provided by ORS 167.785. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 21 years of age commits a Class A violation and is subject to a fine of not less than $100 nor exceeding $600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, $300,000 fine or both as provided by ORS 475.904.

*** Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $100,000 fine and forfeiture of firearm and/or other dangerous weapon or both.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as 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 a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

For more information, please refer to GSD Policy JFCF.
## DISCIPLINE OFFENSES AND CONSEQUENCES

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<th>MAXIMUM</th>
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<td>1. Alcohol and/or dangerous drugs</td>
<td>First</td>
<td>Suspension</td>
<td>Expulsion</td>
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<td>The use or possession of alcohol and/or other drugs on all School District property including buildings, vehicles, and outdoor areas is prohibited. It is strictly prohibited for students to be under the influence or unlawfully using, possessing, purchasing, distributing, dispensing, or manufacturing alcohol and/or drugs while on school premises, in District owned or District approved vehicles, at District sponsored or District approved activities or events, or otherwise engaged in School District business. Disciplinary sanctions up to and including suspension, expulsion, or a requirement that the offending student satisfactorily complete an appropriate substance abuse treatment program will be imposed. Students, who are under the influence, possess, purchase, distribute, dispense, or manufacture alcohol and/or drugs while attending a function at another school, may be subject to the same disciplinary action as outlined above. JFCG/JFCH/JFCI</td>
<td></td>
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<tr>
<td>2. Arson</td>
<td>First</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Using fire to destroy or attempt to destroy property. ECAB/JFC</td>
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<tr>
<td>3. Assault</td>
<td>First</td>
<td>Suspension</td>
<td>Expulsion</td>
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<td></td>
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<tr>
<td>Intentionally, knowingly or recklessly causing physical injury to another. Minimum consequence generally begins at 3-5 days of out of school suspension up to expulsion.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Automobile Misuse</td>
<td>First</td>
<td>Informal Talk</td>
<td>Expulsion/Loss of Driver's License</td>
</tr>
<tr>
<td></td>
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<tr>
<td>All students who drive on school premises must drive safely and not endanger anyone. Only high school students are permitted to drive a motor vehicle to school. While driving a vehicle on school properties, students must follow the district traffic pattern (enter, exit, etc.) and drive slowly and safely at all times. Repeat violations may result in a loss of driving privileges. JHFDA</td>
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</tr>
<tr>
<td>5. Bus Misconduct</td>
<td>First</td>
<td>Informal Talk</td>
<td>Expulsion</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Repeated</td>
<td>Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Not following the Transportation Rules governing riding school buses may forfeit the student’s right to District provided bus transportation and the stated consequential actions. Please refer to Transportation Rules. EEACC/EEACC-AR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Closed Campus</td>
<td>First</td>
<td>Detention</td>
<td>Expulsion</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Closed campus requires that students remain on campus from the time of their arrival until school is released for the day. Students may only leave during the day with a parent, or with parent or school permission.</td>
<td></td>
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<tr>
<td>7. Computer Misuse</td>
<td>First</td>
<td>Informal Talk</td>
<td>Expulsion</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Failure to comply with the District’s Computer Use regulations. Student computer use privileges may be suspended/revoked.IIBGA/AR</td>
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<tr>
<td>8. Defiance of Authority</td>
<td>First</td>
<td>Conference</td>
<td>Suspension</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Refusal to follow the reasonable requests of District personnel and/or designated authority. Includes rudeness to staff members and district personnel as well as walking away/refusing to listen/comply with staff direction when on district property or at school sponsored events. JFC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Disorderly or Disruptive Conduct</td>
<td>First</td>
<td>Informal Talk</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Language or behavior which disrupts and/or interferes with the educational environment or process. JFC</td>
<td></td>
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</tbody>
</table>

- 13 -
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>OCCURRENCE</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Disruptive Appearance or Student Dress</td>
<td>First</td>
<td>Clothing change to comply with dress code</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate is unclean or threatens the health or safety of the student or others. Clothing, bare midriffs, cleavage, short skirts or shorts, jewelry, or wording on clothing, which is sexually suggestive, drug or alcohol related, vulgar, and insulting, gang attire or membership related or ridicule's a particular person or group is prohibited. JFCA/JFCEA-AR (1) (2)

| 11. Disruptive Devices                      | First      | Confiscation & written parent contact. Parent must pick up. | In School Suspension |
|                                             | Repeated   | Conference                                                | Suspension          |

The possession and/or use of laser lights/pointers, water guns, balloons, rubber bands, paint balls, etc.

| 12. Electronic Devices                      | First      | Informal Talk                                            | Suspension          |
|                                             | Repeated   | Parent Involvement                                        | Expulsion           |

Cell phones, digital cameras, watches, etc., which have communication capabilities disruptive to the educational process and are not to be used during class time. The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Texting/picture taking messages to others that contain bullying, negative comments, sexual content, and/or harassment is prohibited. All electronic media player’s with or without headphones are not to be used during class time or library. The devices will be removed to school office and can be picked up at the end of the school day. JFCEB/GBNA-AR/JFCM

| 13. Extortion                               | First      | Parent Involvement                                        | Expulsion           |
|                                             | Repeated   | Suspension                                               | Expulsion           |

Demanding money, or something of value from another person in return for protection from violence or threat of violence. May be referred to law enforcement agency. JFCM

| 14. Explosive Devices*                     | First      | Expulsion                                                | Expulsion           |
|                                             | Repeated   | Expulsion                                                | Expulsion           |

The use or threat of use, possession [carrying or concealing], or sale of explosive material or look-a-like devices. Violation shall result in a referral to an appropriate law enforcement agency. JFCJ

| 15. Fighting                                | First      | Suspension                                               | Expulsion           |
|                                             | Repeated   | Suspension                                               | Expulsion           |

A hostile physical encounter between two or more individuals. Fighting generally results in a minimum consequence of 3-5 days of suspension up to expulsion. JFC

| 16. Firearms*                               | Any        | Expulsion                                                | Expulsion           |

The possession of a firearm is defined in Federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, shells, firearm muffler, or firearm silencer or any other destructive device such as any explosive, incendiary, poison gas, flare gun, bomb or other such devices. Violation shall result in a referral to an appropriate law enforcement agency. Superintendent may request driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student expelled for bringing a weapon to school. JFCJ

| 17. Fire Starting Equipment                 | First      | Parent Involvement                                        | Suspension          |
|                                             | Repeated   | Parent Involvement                                        | Suspension          |

Bringing on to School District property, or possessing any of the following, is prohibited: matches, lighters, road flares, fuses or any other device capable of starting fires. May be referred to law enforcement agency.

| 18. Forgery, Lying, or Academic Integrity   | First      | Parent Involvement                                        | Suspension          |
|                                             | Repeated   | Disciplinary Reassignment/Detention                       | Expulsion           |

Writing or giving false or misleading information to school officials by forging parent's, guardians, or any other person’s signature on any letter or other school document, cheating, plagiarizing, turning in another person’s papers, project computer programs, etc., as the student’s own, and/or any other misrepresentation of the truth.
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>OCCURRENCE</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>19. Gambling</strong></td>
<td>First</td>
<td>Informal Talk</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>Repeated</td>
<td>Conference</td>
<td>Suspension</td>
</tr>
</tbody>
</table>
| Participating in games of chance for the purpose of exchanging money and other things of value.

Includes language or behavior, which insults ridicules, or torments another person. Also, commonly referred to as bullying; cruel to others who are weaker, to treat abusively by means of force or language. The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Racial slurs or any discriminatory name used in reference to race, gender, color, religion, national origin or sexual orientation is prohibited. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report. JFCF/GBN/JBA/JFCF

| **20. Harassment**   | First      | Informal Talk   | Suspension   |
|                      | Repeated   | Parent Involvement | Expulsion   |

| **21. Inappropriate Display of Affection (PDA)** | First | Informal Talk   | Conference   |
|                                                   | Repeated | Conference with parents | Suspension   |

Inappropriate touching is any contact other than ‘hand holding’.

| **22. Intimidation/Menacing** | First | Informal Talk   | Suspension   |
|                               | Repeated | Parent Involvement | Expulsion   |

An intentional, serious threat by work or act [including physical and/or verbal bullying/threatening], which places another person in fear or imminent serious physical injury [ORS 339.250]. This includes, but is not limited to words or conduct directed toward another person because of their race, gender, color, religion, national origin or sexual orientation. JFCF

| **23. Knives**          | First | Confiscation/Parent Involvement | Expulsion   |
|                       | Repeated | Suspension | Expulsion   |

Knives of any form and/or length are not allowed. Violation may result in a referral to an appropriate law enforcement agency. Knives are considered weapons and may be treated as such. JFCF

| **24. Lewd Conduct**    | First | Parent Involvement | Expulsion   |
|                       | Repeated | Suspension | Expulsion   |

Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured is prohibited. This includes inappropriate material in/on lockers, and lewd information found in computers. JFC

| **25. Medication**      | First | Parent Involvement | Suspension   |
|                       | Repeated | Parent Involvement | Expulsion   |

Use, possession, distribution, sharing and/or selling of prescribed and/or over the counter medication is prohibited. Use of medication is allowed if the parent/guardian and student follow District policy procedures on administering medicines to students. JHCD/JHCDA-AR

| **26. Recklessly Endangering** | First | Informal Talk   | Expulsion   |
|                                 | Repeated | Parent Involvement | Expulsion   |

Reckless, unintentional conduct which creates substantial risk of physical injury to another person and/or self. JFCF

| **27. Secret Societies/Gangs** | First | Informal Talk   | Expulsion   |
|                                | Repeated | Parental Involvement | Expulsion   |

Oregon law prohibits the existence of any secret society in public school [ORS 339.885]. A secret society is an organization composed of students, which has an element of purpose, which is concealed from the public and shared only confidentially among members of the organization. The School District considers street gangs and similar organizations to be secret societies. Students who participate in gang-related activities at school or school functions—such as possession or display of gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others; or recruitment for gang membership—will be subject to strict disciplinary measures. JFCEA

| **28. Sexual Harassment**  | First | Parent Involvement | Expulsion   |
|                           | Repeated | Parent Involvement | Expulsion   |

Sexual harassment is prohibited conduct. It may be verbal, visual, written or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also included in prohibited conduct. JBA/GBN
### 29. Tardiness

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Informal Talk</td>
<td>Truancy</td>
</tr>
<tr>
<td>Repeated</td>
<td>Detention</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

Arriving late to school and/or class. Arriving more than 10 minutes late is considered an absence in that class.

### 30. Theft

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Parent Involvement</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Repeated</td>
<td>Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Taking, giving, or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. JFC/JFCB

### 31. Tobacco/Vape/ECig

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>In-school suspension</td>
<td>Out of school suspension</td>
</tr>
</tbody>
</table>

The possession and/or use of any tobacco product or inhalant delivery system on all School District property including buildings, vehicles, school events, and outdoor areas is prohibited. Any student seen from school district property smoking, on or off campus, will be reported to law enforcement. JFCG/KGC/GBK

### 32. Trespassing

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Informal Talk</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Repeated</td>
<td>Parental Involvement</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Being present in unauthorized places. Refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas.

### 33. Unexcused Absence

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Informal Talk</td>
<td>Detention</td>
</tr>
<tr>
<td>Repeated</td>
<td>Parent Involvement</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

Any absence which has not been excused by parent or legal guardian and/or appropriate school official, by state law ORS 339.065. Students have 2 school days to submit an excuse for being absent without prior permission. JEA/JHFDA

### 34. Vandalism

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Conference</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Repeated</td>
<td>Disciplinary Reassignment/Detention</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Intentionally damaging, defacing, [including tagging/graffiti], or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. This includes falsely activating fire alarms. The student and the parent/guardian having legal custody of the student may be liable for the amount of the assessed damages not to exceed $5,000 plus costs if legal action is required (ORS 339.270) ECAB/IIBGA-AR/JFC

### 35. Violation of hall passes

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Informal Talk</td>
<td>Conference</td>
</tr>
<tr>
<td>Repeated</td>
<td>Conference</td>
<td>Suspension</td>
</tr>
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</table>

Hall passes are issued for a specific purpose and always have a specific destination and timeline attached. Student abuse of this privilege is not allowed.

### 36. Weapons – Dangerous and Deadly, other than firearms, knives and explosives

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Dangerous weapons are defined in Oregon law as any weapon, device, instrument, material, any look-a-like device, 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. Deadly weapons are defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Violation shall result in a referral to an appropriate law enforcement agency. JFCJ/JFC

### 37. Off Campus and outside of school conduct

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Disciplinary involvement</td>
<td>Expulsion</td>
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</table>

Off campus and outside-of-school conduct that violates the District’s Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. Examples of behaviors that fall under this category include threats or harassment that occurs on line in chat rooms such as Snapchat, Facebook, Twitter, e-mails, and/or texting messages or pictures that contain sexual content. This is not limited to district computers; at home computers also fall under this jurisdiction. JFC
**DISCIPLINE – DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, 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 substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Administration may require student enroll in a treatment program or have a chemical assessment. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying intimidation, harassment or coercion.

For more information, please refer to GSD Policy JG and JFC.

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**DETENTION**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been for the student's transportation home. In cases where the transportation is required, 24-hour notice will be given so that transportation may be arranged. Usual detention is handled with a silent study hall during the student’s lunch break. The student is allowed to bring their lunch to the detention room.

For more information, please refer to GSD Policy JGB.

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**SUSPENSION**

A student whose conduct or condition is seriously detrimental to the schools best interest may be suspended for up to and including 10 school days. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

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

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

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

Teachers are expected to provide students with homework. Work missed by a student while on suspension may be made up upon the student’s return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

For more information, please refer to GSD Policy JGD.

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**SUSPENSION – DUE PROCESS**

The building Principal or their designated representative shall have the authority to suspend a student from attendance at school for a period not to exceed ten (10) school days.

The Superintendent shall establish specific procedures for dealing with suspension cases to include: safeguards for dismissal, procedures for calling an immediate conference with parents/guardians, limitations on length of suspension, and specifics for reinstatement of pupils.
It shall be the policy to make every effort to adjust each suspension promptly as to minimize loss of school time and school work.

Neither legally nor under Board Policy may a Principal suspend a pupil for an indefinite period of time.

### IN-SCHOOL SUSPENSION

One half day (4 hours) of in-school suspension will result from unserved lunch detentions. Repeated unexcused absences will result in full day in-school suspension.

Half day in-school suspension and/or full day in-school suspensions may be assigned as a consequence for willful violations of the Student Code of Conduct, with the same opportunity for the student to present their view as stated above.

For more information, please refer to GSD Policy JGD.

### EXPULSION

Students may be expelled for any of the following circumstances: a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the students’ behavior have been ineffective or c) when required by law.

Conduct which shall constitute cause for expulsion shall have previously resulted in multiple suspensions or be of such a severe nature as to warrant exclusion of the student for their own or other students’ safety or be of a magnitude beyond that which is customarily dealt with through suspension.

No student may be expelled without a hearing unless the student’s parent or the student, of 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

For more information, please refer to GSD Policy JGE.

### EXPULSION- DUE PROCESS

The Board retains all authority for expulsion. A student may be expelled up to one full calendar year.

The procedure for expulsion shall be:

The Superintendent determines through the hearing process that it shall be their recommendation to the Board that a student be expelled. The Superintendent will facilitate as expeditiously as possible a Board Expulsion Hearing [as per OAR 581-21-070].

As a result of the hearing the Board may: Reinstate the student; expel the student for one semester; expel the student for a period of time greater than seven [7] calendar days but less than one full calendar year; conditionally reinstate the student; or pursue legal action.

At no time during these procedures is a student to be denied due process to include: Notification of the cause of the problem; Parent notification; the right to present their case at each level; the right to representation at the Expulsion level; and the right to representation by an attorney or other delegated party.

The procedure shall be: The District Administration is directed to design an Administrative Procedure for suspension and expulsion. The Administrative Procedure will maintain consistency through all grade levels and without discrimination as prescribed by Federal Statute 94-142.

For more information, please refer to GSD Policy JGE.

### DISCIPLINE- STUDENTS WITH DISABILITIES

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.
The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team conclude the misconduct has no relationship to the student’s disability, the student may be disciplined in the same manner as would other students.

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

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

For more information, please refer to GSD Policy JGDA/JGEA/JGEA-AR.

**SEARCHES**

The board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student’s person and property, including property assigned by the district for the student’s use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item, without permission, that poses an immediate risk or serious harm to the student, school officials and/or others at the school;

2. The search shall be “reasonable in scope”. That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the students parent(s) in advance and will be present for all such searches, whenever possible.

For more information, please refer to GSD Policy JFG/JFG-AR.

**QUESTIONING**

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

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents. Board policy on questioning of students does not supersede those governing law enforcement; however every effort will be made to inform parents.

For more information, please refer to GSD Policy KN/KN-AR.

**DAMAGE/VANDALISM TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify the student and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district’s notices, the amount will become a debt owed and certain penalties and/or restrictions may be imposed.

For more information, please refer to GSD Policy ECAB and JFCB.
DRUG AND ALCOHOL PREVENTION

Substance abuse or the possession, use, sale or supply of any unlawful drug, including drug paraphernalia, or any substance purported to be an unlawful drug on or near the district premises or at any school sponsored activity is prohibited.

The following definitions apply to this policy:

“Substance abuse” means the use of any chemical or chemical compound which releases vapors or fumes or substance not otherwise excepted by law, Board policy or administrative regulation, which is toxic, corrosive, an irritant, a strong sensitizer, flammable, combustible, generates or is used to generate pressure, if such chemical or chemical compound, substance or mixture of substances is used in a manner that may cause intoxication, inebriation, stupefaction, personal injury or illness when induced by any means into the human body.

An “unlawful drug” means any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, an unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy JHCD - Administering Noninjectable Medicines to Students, JHCD -

“Drug paraphernalia” means all equipment, products and materials of any kind, which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducing a controlled substance or intoxicant into the human body.

If possession or use occurred on school grounds or while participating in school-sponsored activities, students will be subject to discipline up to and including expulsion. If possession or use occurred near school grounds, disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). Appropriate health and law enforcement agencies may be involved in at least a consultative and investigative capacity. Parents will be notified.

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school or prior to or during a school-sponsored event. If a student refuses, they may be subject to school discipline and/or referral to law enforcement officials.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony as provided by ORS 475.904.

For more information, please refer to GSD Policy JFCI, JFCH, IGAEB, GBK/JFCG/KGC.

THREATS

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence they have knowledge of or have witnessed or received. All reports will be promptly investigated. Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure themselves, another person or to severely damage school property;
2. Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The principal shall ensure notification is provided to:

1. The parent of any student in violation of this policy and the disciplinary action imposed;
2. The parent of a student when the student’s name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee whose name appears on a targeted list threatening violence or harm to the district employee.
Notification to the above shall be attempted by telephone or in person within 12 hours of discovery of a targeted list or learning of a threat. Regardless, a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat. The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, they may provide such information to other school officials, including teachers, within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws.

For more information, please refer to GSD Policy JFCM.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student’s ability to meet curriculum and attendance requirements. It is the policy of the District that gangs and gang-related activities shall not be permitted on the school grounds or at school sponsored/related activities. What constitutes gang attire is subject to administrative discretion. As used in the policy, gang-related activities shall include, but is not limited to the following:

1. Wearing, possessing, displaying or selling any clothing, jewelry, emblem, badge or symbol which constitutes or evidences membership in or affiliation with a gang.
2. Any conduct, including all forms of communication, intended to show or display membership in or affiliation with a gang.
3. Any distribution of gang literature, materials or paraphernalia.
4. The solicitation or recruitment of others for membership in a gang or for participation in gang activities.
5. Any form of harassment or intimidation of others.

A student involved in gang or gang activities as covered by this policy will be subject to strict disciplinary measures, including possible expulsion. The individual(s) involved will also be reported to the appropriate police agency. Non-students shall not be permitted to organize aid or equip students or, without prior school authorization, to enter school district premises for the purpose of communicating in any way with students relating to any aspect of gang activities.

For more information please refer to GSD Policy JFCEA/JFCEA-AR (1)(2)/KGB.

HARASSMENT

(Hazing,) harassment, intimidation or bullying, (menacing,) cyberbullying or teen dating violence, by students, staff or third parties towards students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF—(Hazing,) Harassment, Intimidation, Bullying, (Menacing,) Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

(“Hazing”) includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing]

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.
“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:
1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic Violence” means abuse by one or more of the following acts between family and household members;
1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. (“Menacing”) includes, any act intended to place a student in fear of imminent serious physical injury.)

“Retaliation” means any acts of, including but not limited to, (hazing) harassment, intimidation or bullying, (menacing), teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of (hazing) harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

**Reporting:** The administrator will take reports and conduct a prompt investigation of any reported acts of (hazing) harassment, intimidation or bullying (menacing,) cyberbullying or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report their concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menace, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report their concerns to an administrator who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

All reports will be promptly investigated in accordance with the following procedures:

- **Step 1**—Any reports or information on acts of [hazing,] harassment, intimidation or bullying[, menacing], Acts of cyberbullying or incidents of teen dating violence (e.g., complaints, rumors, etc.) shall be presented to administration. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- **Step 2**—The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within (10) working days of receipt of the information or report and parents as appropriate. [In writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]
- **Step 3**—If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within [10] working days.
- **Step 4**—If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [10] working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student’s education records. [Additionally, a copy of all reported acts of [hazing,] harassment, intimidation or bullying, [menacing], or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

For more information, please refer to GSD Policy GBNA/GBNA-AR, JFCF/JFCF-AR, JBA/JBA-AR, and GBN/GBN-AR.
RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

For more information, please refer to GSD Policy.

DRESS AND GROOMING

Student dress shall be neat, clean, in good taste and acceptable to the community. Decency and propriety will be adhered to regarding dress.

The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Clothes with images or descriptions that contain alcohol, tobacco, drugs, inappropriate language, are sexually explicit or depict violence;

2. Threat to the health and/or safety of the student concerned or of other students.

Below are the general, common dress guidelines for the district. Students should feel free to express individuality and style, while remaining appropriate for an educational environment. The district’s dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

The general guidelines are designed broadly enough to allow individual expression, while not interfering with others right to learn. The following items are required of all district students:

1. Footwear is to be worn at all times and at all school activities;
2. Mid-riffs (lower stomach and back) must be covered;
3. Cleavage area of chest must be adequately covered;
4. Clothing must cover undergarments such as bras and underwear;
5. Shorts and skirts must be longer than the length of the student’s fingertips when the student’s arms are hanging down at their side, or a length deemed appropriate by staff;
6. Dresses or tops must have shoulder straps. Straps must be at least two fingers wide;
7. Student may feel free to wear hats and other headwear to school, but will be expected to remove their headwear in the classrooms at the teacher’s request.

The following items are prohibited for all district students:

1. Any clothing, jewelry, buckle, items or adornment that includes the following:
   a. References to drugs, alcohol or tobacco;
   b. Nudity or references that are sexual in nature;
   c. Vulgar, obscene or profane language;
   d. References to weapons or violence;
   e. Gang symbols, nicknames or references;
   f. Statement or symbols that are considered racist, prejudicial or discriminatory;
   g. “See-through” clothing.
2. Pajamas or slippers unless part of an administrative approved spirit week event;

3. Chains or spiked items and other adornments that can pose a potential safety risk;

4. All safety precautions must be met. Industrial arts, home economics, sciences and crafts teachers must determine what is safe in their respective classes;

5. No cleats (football or baseball/soccer) will be worn into the school proper at any time. Change these shoes before entering.

For more information, please refer to GSD Policy JFCA.

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

Demonstrations of affection between students are limited to hand holding at school, on the school grounds, or at school functions held on or off the school grounds.

**JUNIOR HIGH-HIGH SCHOOL DATING**

Due to the State of Oregon age discrepancy laws, it is inappropriate (in most cases illegal) for a student in grades 10 – 12 to have a relationship with a student in grade 8 or lower. The determination of the level of inappropriateness is under the discretion of the administration.

**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.

It is expected that the following behavior guidelines be followed by all students attending an assembly:

1. Be seated promptly.
2. Be courteous to fellow classmates, teachers and guests.
3. Stop talking the moment someone appears at the microphone or takes center stage.
4. Talking, whispering or attracting attention is out of place and will not be tolerated.
5. Booing, whistling and shouting are inappropriate.
6. Remain seated until dismissed.
7. Show appropriate appreciation to the assembly presenters.

**DANCES/SOCIAL EVENTS**

Any person not attending Gaston Jr/Sr High School, wanting to attend a dance must be approved in advance. The student of Gaston Jr/Sr High School must have a guest dance pass for any guests. Dance passes are available in the office and must be approved by the principal of both Gaston Jr/Sr High as well as the school of which the guest attends.

The rules of good conduct and principles of discipline must be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the activity will not be readmitted.

Junior High dances may only be attended by students in grades 7 and 8. High School dances may only be attended by students in grades 9-12. High school students may have an approved guest that is no older than 20 for select dances.

**PERSONAL COMMUNICATION, ELECTRONIC DEVICES AND SOCIAL MEDIA**

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.
“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off and put away during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

The district will not be liable for personal electronic devices brought to district property and district sponsored activities.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student's individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

Teachers/staff have the right to confiscate cell phones/personal media until a parent/guardian can retrieve it from the main office.

The superintendent shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

For more information, please refer to GSD Policy JFCEB.

**COMPUTER USE**

The following rules have been established for the Gaston School District Network in order to keep students safe and to comply with federal CIPA (Children’s Internet Protection Act) regulations. The District may provide supervised time for students to engage in approved computer games. Appropriate educational use of computers and the Internet are the responsibility of students, parents, and employees of the school. Failure to comply with this Acceptable Use Policy will result in computer privileges being revoked, and may result in school discipline up to and including expulsion.

Computers in our school are provided for educational purposes only. The use of the computers by anyone at our school must be consistent with legal and ethical behaviors. Any use of computers for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of the intended use of the network, and/or purpose and goals. The staff shall decide what inappropriate behavior is. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication device.

The district retains ownership and control of its computer, hardware, software and data at all time. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

1. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a staff member. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to login to the Network as another user or the system administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to this network.
2. Vandalism – Vandalism may result in cancellation of privileges, and may also result in further disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or computer hardware. Vandalism is the intentional abuse or altering of the network’s resources.

3. The following are NOT permitted:
   a. Loading software/programs on computers (without permission).
   b. Sending or displaying offensive messages or pictures.
   c. Cyber bullying*.
   d. Using obscene language.
   e. Damaging computers or computer systems.
   f. Violating copyright laws, or plagiarizing material.
   g. Trespassing in another’s folder, work or files.
   h. Wasting computer resources.
   i. Eating or drinking around computers.
   j. Sharing my account with others.

4. Specific Guidelines and Network etiquette (Netiquette):
   a. A student’s personal address, photo, or phone number must never be used in any communication. If students request materials from an institution or expert in a field, the school’s address must be used.
   b. Computers are tools, and appropriate behavior helps provide a successful working environment for everyone. It is important to use the network in a manner that is consistent with our school’s general rules of behavior.
   c. An email address is available to send your work to school – homework@gaston.k12.or.us
   d. Report any problems you may encounter. If you are having trouble with your machine, ask a staff member, Mr. Catino, or a tech assistant for help.

Cyber bullying – The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Students in grades 7-12 may be granted an account for up to one academic year at a time, provided they:
   o Read and agree to follow the Acceptable Use Policy. This agreement is formalized through their signature on the application form.
   o Obtain the signature of a parent or guardian on the application form.
   o Adhere to the regulations of the Acceptable Use Policy and the rules of the computer lab.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a staff member. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to login to the Network as another user or the system administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Vandalism may result in cancellation of privileges, and may also result in further disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or computer hardware. Vandalism is the intentional abuse or altering of the network’s resources.

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   • Loading software/programs on computers (without permission).
   • Sending or displaying offensive messages or pictures.
   • Cyber bullying.
   • Using obscene language.
   • Damaging computers or computer systems.
   • Violating copyright laws, or plagiarizing material.
   • Trespassing in another’s work, files, or account.
   • Wasting computer resources.
   • Having food or drinks around computers.
   • Sharing my account with others.
   • Anything the teacher does not allow.

Gaston School District 511J provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the State of Oregon.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student’s teachers will be using Google Apps for lessons, assignments, and communication.
Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child’s use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Google Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

Limited personal use - Students may use Apps tools for personal projects but may not use them for:

- Unlawful activities.
- Commercial purposes (running a business or trying to make money).
- Personal financial gain (running a web site to sell things).
- Inappropriate sexual or other offensive content.
- Threatening another person.
- Misrepresentation of Oregon Public Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent’s approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies Google Apps for Education Student Agreement have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the State of Oregon also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Digital Citizenship

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA - [http://fcc.gov/cgb/consumerfacts/cipa.html](http://fcc.gov/cgb/consumerfacts/cipa.html)

Children’s Online Privacy Protection Act (COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal Google Apps for Education student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

COPPA – http://www.ftc.gov/privacy/coppaFAQs.shtm

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child’s email and Apps for Education files.

FERPA - http://www2.ed.gov/policy/gen/guid/fpco/ferpa

All students will be assigned a username@gastonk12.org email account. This account will be considered the student's official GSD email address until such time as the student is no longer enrolled with the Gaston School District. Gaston School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

Under FERPA and corresponding Oregon law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Gaston School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education.


For more information please refer to GSD Policy IIBGA.

**DISTRIBUTION OF MATERIALS**

All aspects of K-12 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.
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 may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. A nonapproval may be appealed to the superintendent. If the material is not approved by the [superintendent] within [three] days is considered nonapproved. This nonapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

For more information, please refer to GSD Policy KJ and KJA.

**POSTERS**

Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

For more information, please refer to GSD Policy KJ and KJA.

**LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Locks must be issued by the school. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student’s locker. The district will not be responsible for the loss of, or damage to, personal property. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

For more information, please refer to GSD Policy JFG-AR.

**LOST AND FOUND**

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

The district will not be responsible for the loss of, or damage to, personal property.

All unclaimed lost/found clothing articles will be donated to a local charity at the end of the year.

**LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Breakfast and Lunch Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office.

**LUNCH/FOOD ON CAMPUS**

All food/drink items should be consumed in the cafeteria or gym. No food should be consumed in the hallways. Teachers may allow students to eat/drink in individual classrooms at teacher discretion. All food/drink trash should be disposed of in trash receptacles.

During lunch all 7th & 8th graders are required to eat lunch in the cafeteria. They may not eat sack lunch or school lunch outside the cafeteria. After they are finished eating, students will have a break time. Students must be on the upper field/playground, the covered play structure or the gym.

During lunch all high school students must eat lunch in the cafeteria or gym.
**CLOSED CAMPUS**

The safety and security of students and staff is a primary concern. To assist in providing such conditions the Board directs the Gaston School District is to operate closed campuses. Closed campus requires that students remain on campus from the time of their arrival until school is released for the day.

At all schools, students may only leave during the day with a parent, or with parent or school permission. At the high school, students must remain on campus, including passing time and break.

**SCHOOL HOURS OF SUPERVISION**

Student supervision begins with the first bell at 8:10 AM and concludes after the last bell at 3:05. The building is unlocked at 7:45 AM and is locked at 4 PM.

Students are required to abide by school rules and listen to school employee directions when in the building or on campus during, before and after school hours.

**BICYCLES/SKATEBOARDS ON CAMPUS**

No one is permitted to ride bicycles or skateboards on campus day or night. All bikes and skateboards on campus must be “walked.”

**VISITORS**

Parents and other patrons are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

For more information, please refer to GSD Policy KK/KK-AR.

**LITTER**

It is the responsibility of all Gaston Junior/Senior High School students to maintain the cleanliness of our school building and grounds during and outside school hours. A well-kept campus is evidence that the student body has Greyhound Pride in their school and themselves.

**HALL PASSES**

All students are expected to have a hall pass when not with their class during class hours.

**REstricted AREAS ON CAMPUS**

Without school personnel supervision, the following areas are restricted/off limits to student during the school day:

- Gaston Elementary
- Athletic Fields
- Parking lot (except at lunch for high school students)
- Fire road behind the gym
- Teachers’ lounge
- Custodian work areas

**SENIOR SKIP DAY**

The District does not recognize a senior “skip day”, as an extension of the school experience and is not approved by the School Board nor accepted by Oregon law. Students who participate in a non-authorized skip day will receive an unexcused absence. The school administration will assign appropriate consequences for violators.
**TEXTBOOKS**

The District does not charge students a rental fee for use of textbooks. However, students are responsible for textbooks/Kindles checked out to them and are expected to exercise care in the treatment of the books. Please be aware of the following guidelines regarding textbooks/Kindles:

1. Students must turn in the same book(s) they checked out from their teacher.
2. Students using classroom sets must return books to the same teacher that checked the books out to them.
3. Check all books carefully when they are issued to you. Students accepting damaged books may be held responsible for the damage.
4. Students are required to pay for lost or damaged books, which will be inspected when they are turned in. Charges will be based on the replacement cost of the lost or damaged book. Books left in lockers, halls, cafeteria or wrong classrooms will be considered lost books, and replacement fees will be assessed. It is the responsibility of the student to return the book at the end of the class, or if the student moves or leaves school, to turn them in.
5. Diplomas will not be given to seniors who have outstanding balances.

**FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

For more information, please refer to GSD Policy IICA.

**FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual students who do not participate in the salute must maintain a respectful silence during the salute.

**FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Principal at least 10 days before the event. Fundraising packets are available in the office.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The Principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

For more information, please refer to GSD Policy IGDF/IGDF-AR.

**ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

For more information, please refer to GSD Policy JECA and JECB
RESIDENCE REQUIREMENTS

The district may enroll nonresident students as follows:

1. Inter-district Transfer Agreement. By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;

2. Open Enrollment. By Board approval with which the student has made application for admission. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;

3. Tuition Paying Student. By admitting a nonresident student with tuition, whereby neither affected district is eligible for State School Fund moneys;

4. Court Placement. If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may, based on district criteria, deny regular school or alternative education program admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The Board reserves the right to accept/reject nonresident students based upon the availability of space, and resources.

The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may ask for the student’s name, contact information, date of birth, grade level and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student. The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law. The attending district is responsible for a free appropriate public education for those students on an IEP.

Consent by the Nonresident District Board for which the Student has Applied for Admission (Open Enrollment)

Annually, by March 1, the Board shall establish the number of students to whom consent will be given for the upcoming school year. The Board may choose to limit consent based on school, grade or the combination of both. The Board may decide not to give consent to any transfer under this process.
Applications for consent shall be submitted to the district no later than April 1, for the following school year.

The Board may not deny consent, give priority nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an IEP or the terms of that IEP, income level, residence, proficiency in the English language, athletic ability, academic records or eligibility or participation in talented and gifted programs.

If the number of students seeking consent exceeds the number of students the Board has determined will be given consent, consent will be based on an equitable lottery selection process.

By May 1, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.

For more information, please refer to GSD Policy JECA and JECB.

**IMMUNIZATIONS**

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until they have met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

For more information, please refer to GSD Policy JHC.

**PARENTAL INVOLVEMENT**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues by reading the district newsletter, visiting the district website (www.gastonk12.org), visiting during open house, and parent conferences held in the Fall.
- Participate in district parent organizations. The activities are varied, ranging from the parent/booster club meetings, to graduation activities; with its emphasis on instructional improvement.
- Become a district volunteer. For further information, contact the District Office at 503 985-0210.

For more information please refer to GSD Policy IGBC/IGBC-AR, JECAC, and GBH.

**GRADE CLASSIFICATION**

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation

<table>
<thead>
<tr>
<th>Units of Credit Earned</th>
<th>Grade Placement</th>
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<tbody>
<tr>
<td>6</td>
<td>10 (sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>11 (junior)</td>
</tr>
<tr>
<td>18</td>
<td>12 (senior)</td>
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</tbody>
</table>
FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district’s regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or “pay to play” for involvement in activities.

A written notice will be provided to the student and their parent(s) of the district’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district’s notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student’s debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district’s notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

For more information, please refer to GSD Policy JN/JN-AR.

STUDENT FEE LIST FOR GRADES 7 thru 12

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<tbody>
<tr>
<td><strong>Student Body Fee</strong></td>
<td>$25.00</td>
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<tr>
<td><strong>Lock Deposit</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Advance Placement Course (AP Class)</strong></td>
<td>$91.00 subject to change per College Board</td>
</tr>
<tr>
<td><strong>2019-2020 Yearbook</strong></td>
<td>$45.00 (Optional)</td>
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</table>
ATHLETIC FEE LIST FOR GRADES 7 thru 12

<table>
<thead>
<tr>
<th>High School Fees</th>
<th>Junior High Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Sport</td>
<td>$125.00</td>
</tr>
<tr>
<td>Second Sport</td>
<td>$75.00</td>
</tr>
<tr>
<td>Third Sport</td>
<td>$25.00</td>
</tr>
<tr>
<td>Family cap</td>
<td>$300.00</td>
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</table>

Every student upon registration as a student at Gaston Jr/Sr High School and payment of the mandatory yearly student body fees automatically becomes a member of the Associated Student Body. Additional fees may be due at registration. If payments of fees are not made, the administration can deny participation in extracurricular events.

The Administration reserves the right to withhold a student’s report card, diploma and/or educational records if fees are not paid.

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 15, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1st.

Foreign exchange students may be awarded a certificate of attendance, not a diploma, upon satisfactory completion of the school’s prescribed course of study.

HOMELESS STUDENTS

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

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

For more information, please refer to GSD Policy JECBD/JECBD-AR.

STUDENT EDUCATION RECORDS

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

Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. By 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 or parenting plan, state statute or legally-binding document relating to such matters as divorce separation or custody that specifically revokes these rights. Personally identifiable information shall not be disclosed without parent 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 in the High School office.

For more information, please refer to GSD JO/JO-AR and IGBAB/IGBAB-AR.
SOCIAL SECURITY NUMBER

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

For more information, please refer to GSD Policy JOA and JOB.

TRANSFER OF EDUCATION 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 10 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 Administrative Rules.

Student report cards, records or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student’s progress may not be withheld.

For more information, please refer to GSD Policy JO, JOB and IGBAB.

REQUESTS FOR EDUCATION RECORDS

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student’s education record.

The district reserves the right to withhold education records of students with fees or fines owing. A request to waive the student's debt must be submitted in writing to the superintendent or designee.

For more information, please refer to GSD Policy JO, JOB, and IGBAB.

ACCESS/RELEASE OF EDUCATION RECORDS

By 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 of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

For more information, please refer to GSD Policy JO, JOB and IGBAB.

PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS

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

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
   a. The principal or designated representative;
   b. A member chosen by the eligible student or student's parent(s); and
   c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.
An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

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

For more information, please refer to GSD Policy JO, JOB and IGBAB.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse. The following restriction may be removed by a school nurse: chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis, and pandemic flu.

A student with a suspected case of lice shall be referred to the school nurse or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. A parent of the student will be notified and treatment will be requested. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks.

A student infected with HIV, HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.

Parents with questions should contact the school office.

For more information, please refer to GSD Policy EBBA/EBBA-AR.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. The announcement of school closures will be made by our automated phone system (Alert Now), social media as well as the following local TV/Radio stations:

<table>
<thead>
<tr>
<th>KATU, channel 2</th>
<th>KINK FM 101.9</th>
<th>KWJJ FM 99.5</th>
<th>KUPL FM 98.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOIN, channel 6</td>
<td>KUIK AM 1360</td>
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<tr>
<td>KGW, channel 8</td>
<td>KEX AM 1190</td>
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<tr>
<td>KPTV, channel 12</td>
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DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS & OTHER EMERGENCY DRILLS

Instruction drills on fire, earthquake, and safety threats for students shall be conducted each school month. At least one fire drill will be conducted each month, and at least two drills on earthquakes and safety threats will be conducted throughout the year for students in grades K-12.

For more information, please refer to GSD Policy EBC/EBCA.
EMERGENCY MEDICAL TREATMENT

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

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

For more information, please refer to GSD Policy EBC/EBCA.

MEDICATIONS**

Students may be permitted to take medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board Policy, administrative regulations and the following.

For more information, please refer to GSD Policy JHCD.

DISTRICT-ADMINISTERED MEDICATION

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, and frequency of administration, any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirement for written instructions from the prescriber, if the information above is included.

Written instructions which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within (5) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

In situations when a licensed health care professional is not, immediately available, designated personnel may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

For more information, please refer to GSD Policy JHCD.
SELF-MEDICATION

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student’s response to the medication.

All medication must be kept in its appropriately-labeled, original container. The student’s name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer’s packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing non-prescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

For more information, please refer to GSD Policy JHCD/JHCDA-AR

INSURANCE

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

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have:

   (1) Purchased the student accident insurance; OR
   (2) Show proof of insurance

For more information, please refer to GSD Policy JHA.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district’s programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.
Parents will be advised of this policy at the time of the student’s registration and each fall in the student/parent handbook.

For more information, please refer to GSD Policy JOD.

**COUNSELING**

**ACADEMIC COUNSELING**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student’s assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades [9-12] and their parents shall be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

**PERSONAL COUNSELING**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

**ATTENDANCE**

**PHILOSOPHY ON ATTENDANCE:**

One of our principle goals as a school is to help students develop good habits of responsibility and dependability. We believe it is critical that students be in school and attend all classes daily. Experience has shown that parents and the community are supportive of our high expectations. The two critical keys to making our efforts successful are: (1) well-informed and cooperative parents and students; (2) good school-home communications.

If your student is absent, please contact the school attendance office at 503-985-7516 option #1, as soon as possible on the morning of the absence. If telephone notification is not possible, a note is required within 2 days of student’s return to school. The call or note must specify the reason for the absence.

**ALERT NOW CALLS**

Gaston School District has contracted with Alert Now Rapid Communication Service in an effort to increase communications between school and home. While the district uses Alert Now for other communication needs, it can also be used to notify parents of their student's absence(s). When an absence is reported, an Alert Now call can automatically call home to inform the parents of their student's absence. Attendance calls generally go out around 10 am and 3 pm. It is helpful if the parents can call in to report absences first thing on the morning of the absence, thus overriding the automated call.
ADMITTANCE AFTER ABSENCES

If no call from the parent was received, students are required to bring a note to school with the following information:

- Full name of student
- Calendar date(s) of absence
- Reason for absence(s)

1. The explanation should not be considered an excuse, but an acknowledgment that the parent or guardian knows of the absence. The school will determine whether the absence is considered excused or unexcused. If the reason is within the limitations of Oregon law and compatible with Board Policy regulations, the student will be issued an excused admit slip.

2. All absences will be regarded as unexcused. When the student presents a note from the parent/guardian to the office or the office receives a phone call from parent/guardian, the attendance secretary will change the ‘unexcused absence’ to ‘excused’ if the reason falls within the limitations of Oregon Law and are compatible with Board Policy regulations. Students are allowed a maximum of 2 school days to provide an excuse once they return after an illness.

For more information, please refer to GSD Policy JEA and JEE.

EXCUSED ABSENCES

When returning to school after an absence, if no call was made to excuse the student, they must bring a note signed by their parent that explains the reason for the absence. Absence from school or class will be excused under the following circumstances:

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

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who would like to leave school during the day must bring a note or have the office called from their parent before they are allowed to leave campus. For safety reasons, it is absolutely necessary that a student sign out when leaving the building and sign-in when returning to campus. A student who becomes ill during the school day should, with the teacher’s permission, report to the office. The office personnel will decide whether or not the student should be sent home and will then notify the student’s parent, as appropriate. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. Teacher guidelines for make-up work to students who are absent, is to allow one make up day for each day absent.

For more information, please refer to GSD Policy JEA and JEE.
UNEXCUSED ABSENCES
An UNEXCUSED absence is any absence from school which is not excused according to state law (ORS 339.065). Below are listed some examples that will most likely be unexcused:

1. Missed transportation
2. Oversleeping
3. Court (ticket citations)
4. Out of town with no explanation
5. Leaving campus with no explanation
6. Visitations, trips not pre-arranged
7. Needed at home with no explanation
8. Work, for special emergencies
9. Hunting, beyond number of days pre-arranged
10. Parents’ permission with no explanation
11. Vacation beyond number of days pre-arranged
12. Suspensions
13. Runaways
14. Haircuts
15. Senior Skip day

For more information, please refer to GSD Policy JEA and JEE.

RELEASE OF STUDENTS FROM SCHOOL
A student shall not be released from school at times other than regular dismissal hours except with the principal’s permission or according to school sign-out procedures. The office staff and/or principal 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 their parent or as otherwise provided by law.

STATE LAWS & TRUANCY
All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

All students 5 years of age who have been enrolled in a public school are required to attend regularly.

A truancy day is defined as an unexcused absence of ½ day or more. A truancy event (ORS 339.065) is defined as an event of eight (8) truancy days in one month.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities.
The district will notify the parent, in writing and in the native language of the parent, that, in accordance with state law, their student's attendance is not in compliance with state laws regarding attendance. If no immediate improvement is made, or if student’s attendance begins to falter again in the near future, it will result in a referral to Washington County Truancy (Level 1). After level 1, if still no improvement is made, the result will be a referral to Level 2 which results in a mandatory meeting with the student, parent and the Truancy Officer. Level 3 is a citation to appear in Truancy Court.

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

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

**ATTENDANCE- 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 nonattendance due to religious reasons, a student’s disability or an unexcused absence, as determined by district policy.

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

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

For more information, please refer to GSD Policy IKAD.

**EXEMPTION FROM COMPULSORY ATTENDANCE**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student’s employment by the employer, or enrollment status by the school. The school requires notification should the student’s employment or enrollment status be terminated. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.
GRADING & TESTING

CAREER ENDORSEMENTS
In addition to a high school diploma, career endorsements will be made available to eligible district students. Career-related learning experience opportunities for students may include school-based, work-based or community-based experiences that connect to the student’s education plan and reflect a high quality career-related course of study which informs students about future choices and simultaneously prepares the student for further education, lifelong learning and employment. Contact the building principal or counselor for additional information.

GRADE CHECK
A “grade check” with a student’s teacher may be obtained at any time during the school year if a parent requests it through the office. Students are responsible to pick up the grade check form in the office and hand carry it to all classes.

GRADUATION EXERCISES
The Board establishes the following policy to ensure that this program is meaningful for both parents and students.

1. Participation
   a. Students in good standing who have successfully completed the requirements for a high school diploma, an honors diploma, qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate may participate in the graduation exercise.
   
   b. Students who owe fees will not be allowed to participate in graduation ceremonies; however, diplomas will not be withheld.
   
   c. Student participation in the graduation exercise is optional.
   
   d. A student who is otherwise qualified but who chooses not to participate in the graduation exercise may pick up their diploma at the school office on the Monday following graduation.
   
   e. Foreign exchange students who are academic seniors in their home country may petition the board to participate in the graduation exercise. Foreign exchange students will be awarded a certificate of attendance.

All valedictorians and salutatorians will be offered the opportunity to speak at graduation at the discretion of the building principal with the understanding that time limitations may be necessary if multiple students are eligible. Speeches are to be reviewed by the principal prior to being presented. Students may also select one of these students to speak and represent them at the graduation ceremony.

Other speakers are only allowed by prearrangement and with the approval of the principal and the graduation coordinator.

For more information, please refer to GSD Policy IKFB/IKFB-AR.

GRADUATION REQUIREMENTS
The Board will establish graduation requirements for the awarding of a high school diploma, a honors diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student’s parent or guardian or by the student if they are 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, an honors diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.
The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of applying mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:
1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than applying mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:
1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment.

The district will develop procedures to provide assessment options as described in the Test Administration Manual, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.
A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified, an extended diploma or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student’s continued eligibility and special education services are needed.

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through (the high school curriculum guide).

For more information, please refer to GSD Policy IKF/IKF-AR.
### HONORS DIPLOMA GRADUATE

In addition to the regular diploma credit requirements, honors diploma students must meet the following:

1. Complete 26 credits.
2. Earn a cumulative GPA of 3.5 through 7 semesters of high school course work and be on track to maintain a 3.5 or above GPA at the end of the third quarter progress report;
3. Attend Gaston High School for a minimum of one year (senior year);
4. Take advanced placement English and one other additional advanced placement or core college credit class;
5. Take 4 years of science course work;
6. Take math courses through pre-calculus or advance placement statistics;
7. Pass with “meets or exceeds” all required state testing at the high school level and/or meet or exceed through work samples;
8. Pass two years of the same high school level foreign language course work.

Students meeting the above listed criteria shall have their Diploma inscribed with an Honors sticker and will be awarded distinguishing items to wear with their cap and gown.

For more information, please refer to GSD Policy IKF/IKF-AR.

### CLASS RANKING

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class.

The district’s valedictorian and salutatorian may be permitted to speak as part of the district’s planned graduation program at the discretion of the principal or designee. All speeches must be reviewed and approved in advance by the principal or designee. Titles and Privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of Board policy, administrative regulation or school rule.

The valedictorian and salutatorian will be selected according to the following procedure:

1. Use the following grading scale in determining class rankings: A=4, B=3, C=2, D=1, F=0 Advanced placement (AP), college credit courses in core subjects will be weighted by adding one grade point to each grade earned above a “C” in any AP course.

2. The valedictorian will be the student who meets the “Honors” criteria listed in Board policy IKF- Graduation Requirements and has the highest grade point average as computed at the end of seven semesters of high school work and is on track to maintain their GPA at the end of the third quarter of their graduation year; all students with a 4.0 GPA or higher will share the title of Valedictorian.

3. The salutatorian will be the student who meets the “honors” criteria listed in Board policy IKF- Graduation Requirements and has the second highest grade point average as computed at the end of seven semesters of high school work and is on track to maintain their GPA at the end of the third quarter of their graduation year;

4. In case of a tie for valedictorian, co-valedictorians will be honored;

5. In case of a tie for salutatorian, co-salutatorians will be honored;

6. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors;

7. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Gaston High School prior to and continuously following the 10th school day of the student’s senior year.

For more information, please refer to GSD Policy IKC.
EARLY GRADUATION

A student who wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and their parents will consult with high school guidance personnel to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student’s request and if the student’s parent or guardian consents, if required.

For more information, please refer to GSD Policy IKFA.

GRADUATION CREDIT FOR MIDDLE SCHOOL STUDENTS

The district encourages student academic performance at the highest levels possible.

Students who wish to receive credit for high school classes to be applied toward graduation, but who are not enrolled in the high school, must meet performance criteria identical to the performance criteria for high school students taking the same class(es).

The high school principal and counselor will determine qualification and credit after conferring with the parents, student and teacher. The student and parents need to consider that taking a credit course early will have an impact on the student’s overall high school grade point average (GPA). This impact could affect class standing for such awards as valedictorian/salutatorian, scholarships and/or college entrance.

For more information, please refer to GSD Policy IKAC.

GRADUATION CREDIT FOR MIDDLE SCHOOL STUDENTS

Each teacher will have a course syllabus designed for each course being taught. The syllabus will indicate:

1. the goals of the course
2. how these goals may be reached
3. major tests, oral, written, applied, or physically demonstrated
4. the grading scale
5. proficiency based grading standards

The teacher will explain to the students at the beginning of each course what will be necessary to earn an “A”, “B”, “C”, and so forth as well as how proficiency based grading standards impact student grades. In addition, there will be an explanation of the classroom assertive discipline plan.

All students are required to take a semester final exam in the courses they attended. If it is necessary that a teacher issue an incomplete for a course, then the student will make up the exam as soon as possible, but no later than two weeks after the final exam. Exceptions to this rule are subject to administrative approval.

All office, teacher, tech and library aides will be graded on a letter basis only. Criteria for determining the letter grade shall include the following: Professionalism, 25%, Attitude, 25%, Attendance, 25%, and Quality of work, 25%. Also, a final summative paper of one or more pages is required. Candidates must be approved in advance by the teacher, counselor and principal.

For more information, please refer to GSD Policy IKAD.
**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Superior Work</td>
<td>Given for work of such character as to merit special recognition. A (point value 4) is a final grade used in the calculation of the grade point average (GPA). Graduation credit is awarded.</td>
</tr>
<tr>
<td>B: Above Average</td>
<td>Indicates above average performance. B (point value 3) is a final grade used in the calculation of the GPA. Graduation credit is awarded.</td>
</tr>
<tr>
<td>C: Average</td>
<td>Indicates average work, which meets minimum course requirements. C (point value 2) is a final grade used in the calculation of the GPA. Graduation credit is awarded.</td>
</tr>
<tr>
<td>D: Below Average</td>
<td>Indicates below average work, which fulfills only the minimum expectations of the course. D (point value 1) is a final grade used in the calculation of the GPA. Graduation credit is awarded.</td>
</tr>
<tr>
<td>F: Failing</td>
<td>Indicates failing work which does not meet minimum requirements and demonstrates lack of competence. F (point value 0) is a final grade used in the calculation of the GPA. Graduation credit is not awarded.</td>
</tr>
<tr>
<td>I: Incomplete</td>
<td>Used only when unavoidable circumstances have deterred the student from completing the class work by grade-marking time. An incomplete is not a final grade and must be made up within two (2) weeks after the end of the 9-week grading period. Although it is the student’s responsibility to perform the work to clear the incomplete, it is the teacher’s responsibility to convert the incomplete to final grade when that grade has been earned. An incomplete, is not used in the calculation of the GPA and graduation credit is not awarded.</td>
</tr>
<tr>
<td>P: Passing</td>
<td>Awarded to students with modified course objectives (IEP students), and those acting as teacher or library assistants (TA’s). P is a final grade but is not used in the calculation of the GPA. Graduation credit is awarded.</td>
</tr>
</tbody>
</table>

**PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

Students in the 8th grade who fail to pass a core class(s) or score low on state assessments, may be required to attend summer school prior to entering high school. Decisions to assign a student to Summer School are determined by grades/scores, teacher recommendation and/or by administrative assessment.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

For more information, please refer to GSD Policy JECDA/JECDA-AR.

**REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress reports shall be issued to parents at least annually informing parents of their student's progress toward meeting or exceeding grade level academic content standards. Parents will receive reports on their student's absences. Parents will be notified of student benchmark. Letter grades will be used. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first [4.5] weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.
CONFERENCES

Conferences are held at the end of the first quarter. Teachers are available for conferences throughout the school year when requested.

The district encourages a student or parent in need of additional information or with questions to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher’s preparation period or request that the teacher call the parent to arrange a mutually convenient time.

CREDIT BY EXAMINATION

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student’s educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge & skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

If a student receives a nine-week report of less than average in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

For more information, please refer to GSD Policy JECDA/JECDA-AR.

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent working as in a course of at least 130 clock hours, diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:
1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence and/or;
4. Providing documentation of prior learning experiences.

For more information, please refer to GSD Policy JECDA/JECDA-AR.

GRIEVANCES

DISTRICT PERSONNEL COMPLAINTS

The following procedure will be used for all complaints:

1. A student or parent with a complaint shall generally first present it orally and informally to their teacher or the appropriate school employee;
2. If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within 10 working days of the informal conference to the principal. The principal shall evaluate the evidence and render a decision within five working days after receiving the complaint;
3. If the complainant deems it desirable to carry the complaint beyond the decision reached by the principal, they may, within five working days, file the complaint with the superintendent or their designee. The superintendent or their designee shall evaluate the evidence and render a decision within five working days after receiving the appeal;
4. If the complainant deems it desirable to carry the complaint beyond the decision reached by the superintendent or their designee, they may within five working days request a review by the Board at its next regularly scheduled meeting. A final determination shall be made within 20 working days from receipt of the appeal by the Board;
5. Persons may, after exhausting local complaint procedures, appeal in writing to the State Superintendent of Public Instruction.

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process. The time limits stated may be extended by mutual agreement of the complainant and the administration.
A complaint may be withdrawn by the complainant at any level without prejudice, reprisal or record.

At each of the levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and include supporting rationale with the exception of the initial informal contact. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

For more information, please refer to GSD Policy KL/KL-AR.

**DISCRIMINATION ON THE BASIS OF SEX COMPLAINTS**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Summer Catino, Jr/Sr High Principal.

For more information, please refer to GSD Policy AC/AC-AR.

**EDUCATION STANDARD COMPLAINTS**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, they will be provided, upon request, a copy of all applicable district procedures.

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

For more information, please refer to GSD Policy LGA/LGA-AR.

**INSTRUCTIONAL MATERIALS COMPLAINTS**

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

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

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

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

For more information, please refer to GSD Policy AC/AC-AR.

**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 special education director, Susy McKenzie.

For more information, please refer to GSD Policy IGBAG-AR.
PROGRAMS AND TAG SERVICES COMPLAINTS

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

For more information, please refer to GSD Policy IGBBC/IGBBC-AR.

PLACEMENT/ENROLLMENT OF HOMELESS STUDENTS COMPLAINTS

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

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

STUDENTS WITH SEXUAL HARASSMENT COMPLAINTS

Sexual harassment of or by staff members, students, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official bus stop, Board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated 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 jurisdiction of the district or where the employee is engaged in district business.

“Sexual harassment of students” shall include, but not be limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3) The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance; or creates an intimidating, offensive or hostile education. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties. Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

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

Step I Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. They will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
Step III If a complainant is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, they may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to:

Regional Civil Rights Director, U.S. Department of Education,
Office for Civil Rights, Region X,
915 2nd Ave., Room 3310,
Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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

PROGRAMS

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

ALTERNATIVE EDUCATION PROGRAMS

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

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

Examples of alternative education program options are not limited to, but include:

In-District Alternative Education Programs
1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study, or on-line course instruction;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.
Non-district Alternative Education Programs
1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.
The district pays the alternative education program cost or an amount equal to 80 percent of the district’s estimated current year’s average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

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

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

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

ONLINE LEARNING

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district’s Expanded Options Program. If a student wishes to receive credit toward graduation that student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.

EXPANDED OPTIONS PROGRAM

Upon providing evidence of successful completion of a post-secondary course through the Expanded Option Program, the district will grant credit to the student. By February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

For more information, please refer to GSD Policy IGBHE.

SPECIAL PROGRAMS

BILINGUAL STUDENTS

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

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

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
Gaston (Greyhound cheerleading, representatives for the consequences specified also Student other worthwhile All For by Parents and intellectually gifted students K
The board directs the superintendent to develop a written identification process for identifying academically talented and intellectually gifted students K-12.
A written plan that identifies programs or services needed to address the assessed levels of learning and accelerated rates of learning of identified students shall be similarly developed.

Parents may appeal the identification process services and/or placements of their student in the district’s TAG program by contacting the district TAG Coordinator.

For more information, please refer to GSD Policy IGBF.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students
The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.
The board directs the superintendent to develop a written identification process for identifying academically talented and intellectually gifted students K-12.
A written plan that identifies programs or services needed to address the assessed levels of learning and accelerated rates of learning of identified students shall be similarly developed.

Parents may appeal the identification process services and/or placements of their student in the district’s TAG program by contacting the district TAG Coordinator.

For more information, please refer to GSD Policy IGB/IGBBC.

SUMMER SCHOOL

Information about summer school will be available after Spring Break.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the office for additional information.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. GSD general guidelines for clubs is available online or in the main office. IGDA/KJ/IGDF/IGDF-AR/IB, KGF/ EDC/KJA

ATHLETIC CODE OF CONDUCT/GREYHOUND PLEDGE

High School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of membership on athletic teams, clubs and organizations should conduct themselves as responsible representatives of the school. This includes (but is not limited to) activities/clubs such as; ASB, band, choir, theater, cheerleading, Ignite, etc. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct (Greyhound Pledge). Members of teams and organizations who fail to abide by the Pledge are subject to disciplinary action. Members of teams and organizations must always serve as examples to exhibit appropriate behavior during the season (activity) as well as out of season, in uniform or out of uniform, on campus or off campus. Each athlete at Gaston Jr./Sr. High School must agree to abide by and sign the Greyhound Pledge.
PHILOSOPHY

The athletic program is an integral part of the total educational program at the Gaston High School. A strong athletic program will substantially contribute to the educational goals of the school district.

The coaching staff of Gaston has dedicated itself to the development of the total student athlete. The physical, psychological, and educational growth of each person is conscientiously considered when planning and implementing our athletic program.

Our professional staff is aware of the individual needs of youth as well as the social implications of being able to work as members of a team. Students will be given the opportunity through extensive training, excellent equipment, and good coaching to reach their maximum potential athletically, if they dedicate themselves to our program.

Our goals are to produce young men and women who have the capacity to be successful.

OUR SPORT TEAMS

Gaston High School/Jr. High fields inter-scholastic athletic teams in the following sports:

<table>
<thead>
<tr>
<th>High School</th>
<th>Junior High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys: Football, Basketball, Baseball, Track</td>
<td>Boys: Football, Basketball, Track</td>
</tr>
<tr>
<td>Girls: Volleyball, Basketball, Softball, Track</td>
<td>Girls: Volleyball, Basketball, Track</td>
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</table>

ATHLETIC REGULATIONS

ATHLETIC EQUIPMENT

Generally all competitive equipment is supplied by the school district with the exception of personal items and shoes. All of these supplies will be issued by the coach. No equipment is to be used or worn off the school campus unless officially competing or practicing. Jerseys, jackets, etc., may be worn to school on game days to help bolster school spirit. Competition uniforms are not to be worn for physical education classes. Proper return of all equipment will be at the end of the sport season. Equipment lost by the player will be paid for by the individual at the replacement value of the lost item. If this does not occur, the student will not be issued equipment in another sport, and their report card will be withheld pending payment of the outstanding fee.

ATHLETIC PROBLEM SOLVING PROCEDURES

Gaston School District has a 4-step process to resolve conflicts. Communication in this order helps to ensure strong relationships and trust among all who are involved in resolving issues.

1) Student meets with coach/advisor
2) Student and parent(s) meet with coach/advisor
3) Student, parent(s), and coach/advisor meet with athletic director
4) Student, parent(s), coach/advisor, and athletic director meet with principal
ATHLETIC ATTENDANCE

Students must be in full attendance (including BEATS if mandated) on the day of a practice/game. Students who are absent one or more periods on the day of an activity/game will be ineligible for that practice/game. The student may still participate if one of the following applies:

1. The student’s absence is due to a school related activity (i.e. field trip, job shadow, etc.);
2. The student supplies a medical note to the GJSHS office documenting the reason for the absence on that day; or
3. In extenuating circumstances (i.e. funeral, court appointment, etc.), the student seeks out and receives written approval from the principal or principal designees to participate.

Tardies will not be tracked as part of athletic attendance; however, a pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term activity ineligibility in addition to school related consequences.

AWARDS FOR ATHLETES

A school letter can be earned through school activities. Participants who qualify for a letter award shall receive a letter the first time only. Subsequent awards are to be certificates and insert emblems in lieu of a letter. Varsity squad participants who do not meet award qualifications will be awarded appropriate certificates for their participation. The members of the Junior Varsity and Junior High teams who are recommended for honors will be presented with suitable certificates.

The official insignia of honor for the student body shall be the letter “G”. It shall be six inches high made of gold chenille on a green background.

Qualifications for receiving letters are as follows:
- Football, Volleyball, and Basketball – participation in ½ the quarters of the games or matches
- Baseball and Softball – participation in ½ the innings of the scheduled games
- Pitchers – participations one third of the scheduled games
- Cheerleaders – participation in ½ of the seasonal games

Letter awards may also be given to athletes who do not meet these requirements at the discretion of the coaching staff.

ACADEMIC ELIGIBILITY POLICY & PROCEDURES FOR ALL ATHLETES

GRADES 7 - 12

In order to participate in Gaston Jr. /Sr. High School athletics, all students must first satisfy the following criteria:

- According to the OSAA standard, students must have passed five classes the previous season
  - Please note: GJSHS policy has a higher standard than the OSAA minimum requirements
  - Submit a completed Gaston School District Athletic Clearance Form
  - Have proof of a current passing physical on file in the office
  - If private insurance not available, please see the office for school provided coverage
  - Demonstrate proof of current insurance coverage
  - Greyhound Pledge signed by student and parent/guardian
  - Academic Policy signed by student and parent/guardian

After completing the above eligibility requirements, the following guidelines will be used to monitor and determine academic eligibility:

Gaston Jr. / Sr. High has adopted a four week grading schedule that will be administered according to the school academic calendar as follows:

Step 1: Grade checks will be provided to student athletes at the two week mark. At this point, students will have two weeks to make-up any missing work, etc.
Step 2: At every four week grading period, school-wide progress reports are run. Grades posted on progress reports (or those posted in Synergy) will be used to determine student eligibility

- If a student has a single ‘F’ or three or more ‘D’ grades at the four week point, students will be placed on academic probation.
  - Academic Probation:
    - For the next two week grading period, students on academic probation must attend Peer Tutoring.
      - If a student fails to attend Peer Tutoring during the probationary period, they will automatically be suspended for one game per missed Peer Tutoring Class.
      - Student athletes will still be allowed to practice and play in games while on academic probation, but academic progress will be monitored.
      - During probation, progress reports will be provided to students every two weeks.
        - If a student no longer has an ‘F’ or three or more ‘D’ grades, the student will be taken off academic probation.
        - If the student still has an ‘F’ or three or more ‘D’ grades, the student will remain on probation for another two weeks.

- At the four week mark, students with two or more failing grades will be placed on academic suspension.
  - Academic Suspension:
    - Students on suspension will serve one full week of athletic suspension (Monday through Saturday) regardless of grade changes during this time.
    - Students on academic suspension will be allowed to practice, but they cannot participate in games, nor will they be released early for school or athletic events.
    - During suspension, weekly progress reports will be provided to students. **At the time of the weekly grade check:**
      - If a student on suspension no longer has two or more failing grades, the student’s athletic eligibility will be adjusted accordingly, and student will provide Academic Clearance Form to coach(es).

If a student is to remain on suspension, the one-week rule will take effect once again.

**PHYSICAL EXAMINATIONS**

All students participating in athletics must have a physical or submit a physical waiver prior to the beginning of practice. This applies to any athletic participation during the year. We recommend that students have an annual physical, but will accept any physical exam dated 2 years prior to present.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and on the OSAA School Sports Pre-Physical Examination Form. Submitted forms will be kept on file in the office and reviewed by the Athletic Director and/or coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the district. These forms are available in the high school office and online at www.osaa.org

**PARENT / GUARDIAN PERMISSION**

Student athletes must have a completed and signed Parent / Guardian Permission Form to participate in a District sponsored athletic program.

**INSURANCE**

Proof of insurance is required each year before participation. An insurance waiver form must be filled out if the student is covered by home insurance. This form gives the name of the insurance company, policy number and the signature of the parents. School insurance is available through the high school main office or the Athletic Director for those who do not have private insurance.
PARTICIPATION FEES

Students who participate in the interscholastic athletic program will pay a participation fee to partially help defray expenses of athletic programs. All fees or arrangements must be paid prior to the first contest in order to be eligible. Unpaid fees could result in withholding of a student’s report card, diploma, and/or other educational records. For the 2019 - 2020 school year the fees are:

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<tr>
<th>High School</th>
<th>Junior High</th>
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<tr>
<td>First Sport</td>
<td>Per Sport</td>
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<tr>
<td>$125.00</td>
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<td>Second Sport</td>
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<tr>
<td>Third Sport</td>
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Family cap for Athletic fees for grades 7 thru 12 is $300.00.

Waivers: Families unable to pay this fee may file a waiver request form with the school or make arrangements with the athletic director. All students must pay their sports/activity user fee before they may participate in any sport. If a student quits a sport within the first two weeks, they may receive a full user fee refund. After the two week period, there will be no refund.

QUITTING A TEAM

A student who quits a team is suspended from participation in any sports program for the duration of that sports season. Anytime an athlete quits a team after the first contest, a conference will be held between the athlete, coach, athletic director, and parent when possible. The purpose will be to discuss any issues regarding the exit from the team and resolve them when possible.

SPORTSMANSHIP

Reminder: Participation in athletics is a privilege, not a right! The athlete must earn this privilege through dedication, desire, and discipline. Athletes are constantly in the eyes of the public, are a representative of the school, and are considered to be in a position of leadership. What they do reflects their attitudes to those whom they represent. Sportsmanship is stressed at all times. Unsportsmanlike conduct will not be tolerated at any time. It could mean expulsion from the team, and loss of the “letter” earned for that season. Be sure your coach acquaints you with their expectations and what the results of inappropriate actions could be.

Sportsmanship is a style and an attitude that can have a positive influence not just on the individual but their peers and community. Student will demonstrate sportsmanship by:

- Playing fair
- Following the rules of the game
- Treating opponents with respect
- Respecting the judgment of officials and referees
- Demonstrating honesty and integrity in all communications with school, teammates, coaches and Athletic Director

ATHLETIC EVENTS TRANSPORTATION

All participants in athletic events will travel to and from the activity in vehicles provided by the school. In the event other means of transportation are used, authorization will be granted by the administration only, and permission granted by the parent in writing.

Parents may take their own child home after a contest after conferring and getting permission from the athletic director or the athletic director’s designee. No guardian/parent(s) may take home anyone other than their own children unless a completed and signed Insurance Responsibility Form [located near the back of the Handbook] has been submitted to the High School. In addition, the High School must have on file a signed Release Form [located in the back of the Handbook] from the consenting guardian/parent(s) of the student being transported.
TRANSPORTATION

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district.

All students who drive on school premises must drive safely and not endanger anyone. Only high school students are permitted to drive a motor vehicle to school. While driving a vehicle on school properties, students must follow the district traffic pattern (enter, exit, etc.) and drive slowly and safely at all times. Repeat violations may result in a loss of driving privileges. Bicycles must be parked in the designated area on school grounds and should be locked. Skateboards, rollerblades, scooters or similar devices are not permitted on school grounds. Students who violate the safety rules will be asked to leave and further violations will be turned over to law enforcement.

The district assumes no responsibility or liability for loss or damage of personal property, including vehicles, bicycles or skateboards, or to injuries caused in the use of them.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

Effective with the 2012-13 school year, Gaston School District transportation vehicles are equipped with video equipment. Policy EEACCA and administrative rule provide a complete discussion of rights and responsibilities related to video recordings for both students and staff.

Video recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student’s education record. In such cases, the district shall comply with all applicable state and federal laws related to education records. Such records will also be subject to established district procedures regarding education records including access, review and release of such records.

You may view the full policy under the Resources tab, health and safety at www.gastonk12.org.

TRANSPORTATION RULES

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

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus, or as instructed by driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Students shall not carry glass containers or other glass objects on the bus.
18. Students shall not possess and/or use tobacco, alcohol or illegal drugs while riding the bus.
19. Students shall not possess matches or other incendiaries and concussion devises including aerosol containers (i.e. hair spray) while riding the bus.
20. Students shall not throw objects while riding the bus.
21. Students shall not eat, drink, or chew gum while on the bus.
22. Students shall stay away from the bus when it is moving.
23. Students shall bring only articles that are required for school activities on the bus. These articles must be held in the student’s lap.
24. Students shall answer to coaches, teachers, and chaperones who are responsible for maintaining order on extracurricular trips.
The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation. The transportation department and the principal will work together to issue disciplinary sanctions.

For more information, please refer to GSD Policy EEACC.

**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:

<table>
<thead>
<tr>
<th>1st Citation</th>
<th>The administrator shall have a conference with the student concerning the referral.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Citation</td>
<td>The building administrator shall notify the Parents(s) by letter that a third referral may result in the loss of riding privileges for a period of time.</td>
</tr>
<tr>
<td>3rd Citation</td>
<td>The student’s riding privileges may be suspended for a maximum of five (5) days.</td>
</tr>
<tr>
<td>4th Citation</td>
<td>The student’s riding privileges may be suspended for a maximum of ten (10) days. In addition, a student/parent/Transportation Supervisor conference must take place before riding privileges are reinstated after the suspension is served.</td>
</tr>
</tbody>
</table>

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.
PRIVATE TRANSPORTATION OF GASTON STUDENTS

PURPOSE: Occasions arise in the Gaston School District when, for budget or other reasons, it becomes useful to allow private citizens to transport Gaston students to/from school-related off-campus activities. The purpose of this procedure is to define the circumstances under which the Gaston School District will allow such private transport of Gaston students.

APPROVAL OF ADULT PRIVATE CITIZEN DRIVERS: Adult private citizens who are willing to drive students, accepting the responsibilities defined in the Procedure, must file with the appropriate school the Gaston INSURANCE RESPONSIBILITY FORM (on page 56). In completing this form the applicant assures the District that they carry full vehicle insurance as required by Oregon law and that they and the parents/guardians of transported students accept full responsibility for students so transported.

The Gaston School District provides no medical or liability insurance for transportation provided by private adult drivers or student drivers. Any accident, injuries, medical problems or other problems that occur during such transport shall be strictly the responsibility of the driver and parents/guardians of the student and/or the student if over the age of 17. The Gaston School District does not authorize the school-related transport of Gaston students by adult private citizens unless a completed INSURANCE RESPONSIBILITY FORM is on file with the appropriate school, covering the applicable time period. In addition, as provided below, individual student passengers will not be transported unless the appropriate parental/guardian RELEASE FORM (or student release if student passenger is over 17 years of age) is on file with the appropriate school covering the period of intended transport, and that the transport would not be in conflict with any restrictions imposed by the parent/guardian on the RELEASE FORM. The Gaston School District reserves the right to withhold approval of adult private citizen driver applications and/or to withdraw such approval when, in the sole judgment of the District, any questions exist regarding the potential safety of student passengers.

STUDENTS 18 OR OLDER: Students 18 or older who wish to drive themselves to off-campus school-related events in which they represent the Gaston School District must also sign and submit the Gaston INSURANCE RESPONSIBILITY FORM. STUDENTS ARE NOT ALLOWED TO TRANSPORT STUDENTS, unless specifically approved in writing by the Gaston School District Superintendent or the District Board of Directors.

RELEASE BY PARENT/GUARDIAN AND STUDENT: Students cannot be transported by otherwise authorized adult citizen drivers, as provided above, unless the appropriate parental/guardian RELEASE FORM (or student release if student passenger is over 17 years of age) is on file with the appropriate school covering the period of intended transport, and that the transport would not be in conflict with any restrictions imposed by the parent/guardian on the RELEASE FORM. By signing the RELEASE FORM, the parent/guardian and student passenger(s) (1) authorize the student(s) identified on the form to be transported to/from school-related events by any adult driver who has filed an Insurance Responsibility Form with the District, during the periods of time specified by that INSURANCE RESPONSIBILITY FORM and the RELEASE FORM, except as specifically restricted by the parent/guardian on the face of the RELEASE FORM (See below); and (2) waive any and all claims against the District for actions or injuries that occur during such transport and assume all responsibility for damages done to others by the student(s) during such transport. Students under the age of 18 require signatures of parents/guardians. Students over the age of 17 must sign this form with full understanding that they are considered by law to be responsible adults.

RELEASE FORM RESTRICTIONS: The RELEASE FORM shall allow for parent/guardian specification, in writing, of any restrictions they wish to impose on their authorization for the adult private citizen transport of their student(s).

FILING OF FORMS: Forms defined above must be filed with the office of the school in which the student(s) to be transported is (are) in attendance. Multiple students may be identified on a single RELEASE FORM if they attend the same school.

WITHDRAWAL OF AUTHORIZATION: Subsequent to the filing of either form, the form submission may be withdrawn by written request of the original applicant, including a signature by an authorized District representative (school secretary, principal or other administrator) acknowledging receipt of the applicant’s statement of withdrawal.

CONFIRMATION OF AUTHORIZATION FOR DRIVERS AND PASSENGERS: The District employee, including coaches when appropriate, responsible for approving the transportation of students for a specific event shall be responsible for verification of the required driver and student authorizations.
This is a copy of the form that ALL students must turn in.

Student Name__________________________________________

1. I will only use school computers for school projects and other educational purposes.

2. I will follow the Acceptable Use Policy and all school rules while using the computers.

3. I will pay a student body fee (paid during registration to the school).
   a. I will not use the computer for Internet Games, except for those authorized.
   b. I will not load software or any programs onto the computers without permission.
   c. I will not send or display offensive message or pictures.
   d. I will not use obscene language.
   e. I will not damage computers or computer systems.
   f. I will not violate copyright laws, or plagiarize material.
   g. I will not trespass in another’s folder, work or files.
   h. I will not waste computer resources.
   i. I will not bring food or drinks around computers.

4. I give permission for my student to access Google applications including email and Google Docs for educational purposes including, but not limited to, group multimedia presentations, essay writing, and web page design.

As long as I follow these computer rules, all school rules, and am a responsible user of computers, I may continue using them.

Student Signature______________________________________ Date __________

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use computers and access the Internet in the school setting. I have read the above information and am aware of the rules that my student is expected to follow, and the consequences for failure to follow the rules.

Parent Signature_______________________________________ Date __________

This is a copy of the form that ALL students must turn in.
ACCESS TO STUDENT INFORMATION BY MILITARY AND/OR COLLEGE RECRUITERS

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government. Under the No Child Left Behind Act of 2001, the law requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or their parent or guardian may request that the student’s name, address, and telephone number not be released by the district without prior written parental consent. If you would like to make such a request, please complete the following and return it to your student’s school.

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent.

Military Recruiters (please check):
† Do NOT release my secondary student’s information to military recruiters at any time.

College, Universities, or Institutions of Higher Learning (please check):
† Do NOT release my secondary student’s information to college recruiters at any time.

Print Name of Student _____________________________ Print Name of Parent/Guardian _____________________________

Parent
Signature____________________________________________________________________________Date________

OR

Student Signature (if over 18)________________________________________________________________________Date________

Please tear out and return to School Office
# RELEASE FORM

**Private Transport of Gaston Students**

**Procedure** Gaston School District procedures allow adult private citizens to transport Gaston students to off-campus school related events if (1) the driving adult has filed an insurance responsibility form with the office of the school the transported Gaston student(s) attend (See Insurance Responsibility Form – Private Transportation) and (2) parents or guardians of the transported student(s), or student if over the age of 17, have provided this release form to the school authorizing such transport.

**Private Citizen Driver Responsibility** The Gaston School District provides no medical or liability insurance for transportation provided by private adult drivers or student drivers. Any accident, injuries, medical problems or other problems that occur during such transport shall be strictly the responsibility of the driver and parents/guardians of the student and/or the student if over the age of 17.

**Students 18 or Older** Students 18 or older who wish to drive themselves to off-campus school-related events in which they represent the Gaston School District must also sign and submit this form. STUDENTS ARE NOT ALLOWED TO TRANSPORT STUDENTS, unless specifically approved in writing by the Gaston School District Superintendent or the District Board of Directors.

**Effective Period** Submission of this Insurance Release Form applies to the school year and periods of time identified below:

<table>
<thead>
<tr>
<th>School Year:</th>
<th>2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period:</td>
<td>Aug 1 to Dec 31</td>
</tr>
</tbody>
</table>

**Name of Student(s) ________________________________________________________________**

**Name of Parent/Guardian(s) __________________________________________________________**

By signing this form, the parent/guardian and student passenger(s) (1) authorize the student(s) identified above to be transported to/from school-related events by any adult driver who has filed an Insurance Responsibility Form with the District, during the periods of time specified by that Insurance Responsibility Form and this form, except as specifically restricted below; and (2) hereby waive any and all claims against the District for actions or injuries that occur during such transport and assume all responsibility for damages done to others by the student(s) during such transport. Students under the age of 18 require signatures of parents/guardians. Students over the age of 17 must sign this form with full understanding that they are considered by law to be responsible adults.

**RESTRICTIONS: ________________________________________________________________**

<table>
<thead>
<tr>
<th>(Parent/Guardian/Student over 17 Signature)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Student-Passenger Signature(s))</td>
<td>(Date)</td>
</tr>
</tbody>
</table>

Please tear out and return to School Office
INSURANCE RESPONSIBILITY FORM
Public Transport of Gaston Students

Procedure: Gaston School District procedures allow adult private citizens to transport Gaston students to off-campus school-related events if (1) the driving adult has filed this insurance responsibility form with the office of the school the transported Gaston student(s) attend and (2) parents or guardians of the transported student(s) have provided a release form to the school allowing such transport of their student(s) (See Release Form – Private Transport of Gaston Students).

Private Citizen Driver Responsibility: The Gaston School District provides no medical or liability insurance for transportation provided by individuals submitting this form. Any accident, injuries, medical problems or other problems that occur during such transport shall be strictly the responsibility of the driver and parents/guardians of the student and/or the student if over the age of 17.

Students 18 or Older: Students 18 or older who wish to drive themselves to off-campus school related events in which they represent the Gaston School District are also required to sign and submit this Insurance Responsibility Form. STUDENTS ARE NOT ALLOWED TO TRANSPORT STUDENTS, unless specifically approved in writing by the Gaston School District Superintendent or the District Board of Directors.

Effective Period: Submission of this Insurance Release Form applies from July 1 to June 30 of the school year specified below. District authorization to allow transport of students, in accordance with this form and authorizing District procedures, will expire on June 30 of the specified school year:

School Year: 2019 - 2020

Name of Driver ____________________________________________

Address of Driver ________________________________________

Phone Number of Driver __________________________________

Signing this form constitutes a commitment that the signatory currently carries, and will maintain through the effective period specified above, vehicle insurance on the vehicle used to transport students in accordance with Oregon law.

Signatory is: Circle One - Adult [non-student]________ Student over the age of 17

________________________________________  ______________________________________

(Signature) (Date)
“It has been said that life is a balancing of one’s rights and one’s responsibilities in order to promote the general welfare of all while at the same time developing one’s own potentials and pursuing life, liberty and the pursuit of happiness”

—Anonymous

The 2019-2020 Student-Parent Handbook is intended as a resource to parents, student, staff, and community. The Gaston School District encourages and supports the collaborative efforts of parents and school personnel in providing a safe, orderly, and positive learning environment for students and other members of the school community. All those who receive and use this handbook should note the equal importance of the student’s responsibility for their own acceptable behavior and the protection of a student’s rights to due process and to fair and just treatment. Please read and use this handbook to answer any questions.

By signing below, I acknowledge receiving the 2019-2020 Student-Parent Handbook.

Student Name ______________________________ Grade ________

Student Signature ____________________________ Date __________

Parent/Guardian Signature____________________ Date __________