

**Neah-Kah-Nie High School
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Rockaway Beach, OR 97136**

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Mission Statement

Neah-Kah-Nie commits to providing a learning community focused on improvement, persistence and integrity.

Vision

Full engagement in rigorous academics and healthy activities will produce graduates able to apply the literacy, problem solving, creativity and technology skills needed for success in college and the workforce.

DISCLOSURES

The Neah-Kah-Nie School District #56 prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the

Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008. Inquiries or complaints regarding compliance with these regulations may be directed to:

**Tyler Reed, Superintendent (503) 355-2222
Heidi Buckmaster, Principal (503) 355-2272
Ryan Keefauver, Vice Principal (503) 355-2272**



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PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at each school office and at the school website <https://nknsd.org>. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. NKN School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972 and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008, and Title II of the Genetic Information Nondiscrimination act of 2008. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Tyler Reed, Superintendent or Special Services Director, Erica Keefauver. Procedure for filing a complaint can be found on the district's home page at <https://nknsd.org>. Parents and students should 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 and release of personally identifiable information on their student should see first day packets for opt out sheets.

ACADEMIC INTEGRITY

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

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 laws 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 laws and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, (such as tutoring), from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement 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 content 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 laws.

In-District Alternative Education Programs

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

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

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

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

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

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

Proposals for alternative education programs shall include the following:

- Goals;
- Criteria for enrollment;
- Proposed budget;
- Staffing;
- Location;

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year.

Proposals will be reviewed by the district. Contact the principal or district office for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION NOTIFICATION

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);
2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;*
4. When a student is expelled; *
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

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

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

ANIMALS IN THE SCHOOL

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

ANNOUNCEMENTS

A daily bulletin will be read first thing every morning. Additional copies will be posted on hall bulletin boards. They may also be available on our web site at www.nknsd.org.

ASBESTOS

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

The management plan is available for public inspection in the district office.

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

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

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.

ASSIGNMENT OF STUDENTS TO CLASSES

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 principal or a 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 principal. Final decisions are the responsibility of the principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent or designee will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

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.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian 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 or guardian. If the parent or 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 must leave school during the day, must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office staff will decide whether or not the student should be sent home and will 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. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

Truancy

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities

AWARDS AND HONOR ROLL

Students will be recognized for Honor Roll, Honor Society, Student of the Month, Athlete of the Month and Perfect Attendance. To be recognized on the honor roll, a student must have at least a 3.5 GPA on trimester grades and be a full time student. Students may have one grade of "C." Students less than full-time that are enrolled in alternative education will qualify for honor roll **if** their term GPA and cumulative GPA are 3.50+. D's or F's disqualify students from the Honor Roll.

BUS PASSES

A note or telephone call from a parent is required to obtain a bus pass. Passes may be obtained in the high school office and may be obtained before 3:30 PM

See Transportation Rules.

CAFETERIA

Our cafeteria is a clean, friendly place. Please follow these rules during your meal:

- Line up in a single file line. **No cuts.**
- Use restaurant voices.
- Pick up your trash and trays
- All trays must be returned to the cafeteria.
- Display good table manners.
- Pay attention to directions of **all** staff.
- Eat only from your own tray.

Students may eat sack lunches in a teacher's classroom, or outside. Deposits to student meal accounts **must** be paid in the high school office before school, between classes or lunch time or online at www.mymealtime.com.

CELL PHONES AND TECHNOLOGY DEVICES

*See Personal Electronic Devices and Social Media on page 49

CLASS RANKING/VALEDICTORIAN

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

- Highest weighted G.P.A. through trimester 2 of senior year
- Weighted grades are for classes receiving transferable college credit and all AP classes

CLOSED CAMPUS/OPEN CAMPUS

Freshmen: Closed campus.

Sophomores, Juniors & Seniors: Closed campus.

"Off-limits" areas include, but are not limited to:

- Rock quarry and the road to the top of the hill
- Middle school
- Baseball and softball fields
- In/around cars in parking lot

Students will receive disciplinary action if they are off campus when they should be on campus. (See "Leaving Campus" in Point Grid)

NKN School District and/or staff is not liable for student behavior off campus, although NKN does reserve the right to discipline a student for off-campus behavior if the activity results in a problem or disruption for the school environment, whether it is during meal time, class time, etc. NKN reserves the right to discipline accordingly because of our obligation to keep schools safe and/or if any activity may cause risk on campus.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, cheer, 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.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office 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 that the disease is no longer communicable to others in the school setting. The following restriction may be removed by a school nurse: chicken pox, cholera, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Due to the concerns of COVID students will be assigned a Chromebook device for their use during school.

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. 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.

Students must complete the technology use statement.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Damage to school Chromebooks may result in a replacement fee of up to \$250.00

Replacement of lost or damaged charger cord is \$30.00

Information Technology System Network Usage Agreement System Access

- A. Access to the district's system is authorized to students with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
- B. Additionally, use of district-owned computers and equipment may be permitted only when such use does not violate the provisions of applicable.
- C. Each student will be provided with a district e-mail account that corresponds to a network user ID. (John Doe, graduating in 2012, would log in the network as johnd12 and his e-mail would be johnd12@nknnsd.org.) District e-mail is to be used for school-related communications with staff, other students, and outside sources as approved by a NKN staff member. Appropriate use of district e-mail, prohibitions, guidelines and etiquette, and consequences for violation are governed by the Information Technology System Network Usage Agreement. Use of district e-mail is allowed only if the student has submitted a signed copy of the Network Usage Agreement and has been granted Internet access. District e-mail access can be revoked for any student who violates the Network Usage Agreement, or for any inappropriate use of the e-mail system as determined by the district.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

A. Prohibitions

- i. The following conduct is strictly prohibited:
 - 2. Attempts to use the district's system for:
 - a. Unauthorized solicitation of funds;
 - b. Distribution of chain letters;
 - c. Unauthorized sale or purchase of merchandise or services;
 - d. Collection of signatures;
 - e. Membership drives;
 - f. Transmission of any materials regarding political campaigns;
 - g. Any action which interferes with the proper function of the system or impinges on other users' ability to use the system;
 - h. Unauthorized attempts to modify technology equipment and/or software; and or
 - i. Unauthorized attempts to download and/or install software or programs of any nature.
 - 3. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements.
 - 4. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system. This prohibition includes attempts to gain unauthorized access to restricted information, networks, or other users' accounts or files;
 - 5. Attempts to send, intentionally access or download any file or picture or engage in any communication that includes material which may be interpreted as:
 - a. Harmful to minors;

- b. Obscene or child pornography as defined by law or indecent, vulgar, profane, or lewd, as determined by the district;
 - c. A product or service not permitted to minors by law;
 - d. Harassment, intimidation, menacing, threatening or insulting or fighting words, the very expression of which injures or harasses others;
 - e. Material that, either because of its content or the manner of distribution, will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - f. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violating any law, rule, regulation, Board policy and/or administrative regulation.
- 6. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- 7. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or E-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- 8. Attempts to arrange student meetings with anyone at any time, unless authorized by the system coordinator or teacher and with prior parent approval;
- 9. Use of the district's name without prior authorization.
- 10. Attempts to access a different user account and/or password other than the one authorized to you; failing to provide the district with individual passwords; or accessing restricted information, resources, or networks to which the user has not been granted access.

B. Guidelines/Etiquette

i. System users will:

- 2. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations.
- 3. Streaming media should be minimized to protect bandwidth for other system users, and used only for the time it takes to complete the academic task.
- 4. Take pride in communications. Check spelling and grammar.
- 5. Respect the privacy of others and not read the mail or files of others without permission.
- 6. Cite all quotes, references and sources.
- 7. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password, or allowing such access by another, may be permitted with supervising teacher or system coordinator approval only.
- 8. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

C. Violations/Consequences

- D. The system administrator may deny access to the network at any time as required.
- E. Students who violate general system user prohibitions shall be subject to discipline, up to and including expulsion, and/or revocation of district system access, up to and including permanent loss of privileges.
- F. Violations of law will be reported to law enforcement officials.
- G. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedure.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules 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. This includes the immediate reporting of unsafe or harmful situations.

Student Code of Conduct

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

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

SEE: NEAH-KAH-NIE MISCONDUCT POINT GRID-DISCIPLINE POINT SYSTEM ON PAGE 74

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF –Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ - Weapons in Schools;
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

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, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report or associated with an investigation into misconduct.¹

Student Rights and Responsibilities

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

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 made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

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 student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

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

An expulsion shall not extend beyond one calendar year.

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

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

¹ The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.

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.

Schoolwork 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.

Discipline Point System

Misconduct and violations of the school discipline policies have been assigned specific point values: (See point grid.) If a student reaches:

20 points Parents will be notified by phone call or in writing.

35 points 5 week activity suspension, including all school-sponsored activities, and extracurricular events

50 points Student is suspended, pending an expulsion hearing.

Consequence Definitions

1. Lunch detention (lunch) – occurs during lunch and is handled by a staff member.
2. In-School suspension (ISS) - all or part of a day that is spent in a designated location at school/in office.
3. Out of school suspension (OSS) - a temporary exclusion from regular class. Student is NOT allowed on campus and CANNOT attend school sponsored events for the duration of the suspension.
4. Expulsion - up to one calendar year.

The administration reserves the right to use discretion in assigning consequences for behavior infractions as needed.

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference:

1. if the student is not maintaining passing grades or achieving the expected level of performance;
2. if the student is not maintaining behavior expectations; or
3. in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns 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.

Student Led Conferences are scheduled for October 26 and 27, 2023 and April 18 and 19, 2024.

COUNSELING

Academic Counseling

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, emotional, family, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

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 and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards through:
Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022;

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence; and/or
4. Providing documentation of prior learning experiences.

DAMAGE 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. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

DANCES

Dances are held regularly on school property. Students may leave a dance at any time; however, they may not re-enter. Only visitors with pre-approved guest passes and picture ID will be allowed at dances. Guests must be between the ages of 15 and 20 and be in high school or post high school. Students on suspension will not be admitted to dances. Students with unexcused absences or truanancies the day of or the day prior (if a Saturday dance) to the dance may not attend, although a student with an excused or pre-arranged absence on the day of the dance may do so. Guest passes must be turned in by 3:00 pm on Wednesday of the week prior to the dance.

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.

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. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Discipline of 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 student without disabilities, 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 which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a 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.

DISTRIBUTION OF MATERIAL

All aspects of K-8 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 nonstudent 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.

All materials requested for distribution require approval of the administration.

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 non-approval may be appealed to the superintendent. If the material is not approved by the superintendent within three days, it is considered non-approved. This non-approval 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.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. **Clothing or other adornments which promote alcohol/tobacco/drugs, or which have offensive/profane pictures, sayings, or profanity are not permitted.**

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.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a MSIC fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

ALCOHOL AND DRUGS:

FIRST OFFENSE

1. Police notified
2. Third-party drug/alcohol evaluation
3. Up to five-day suspension from school
4. Two-week activity suspension; including all school-sponsored activities, athletics and extracurricular events.
5. 15 discipline points

SECOND OFFENSE

1. Police notified
2. Third party alcohol/drug evaluation if more than 12 months have passed since prior evaluation.
3. Up to ten-day suspension from school.
4. Five-week activity suspension, including all school-sponsored activities, athletics, and extracurricular events.
5. 30 discipline points

THIRD OFFENSE

1. Police notified
2. Recommendation for expulsion

Regardless of the procedures above, the administration reserves the option to recommend any level of discipline, up to and including expulsion for any offense.

The sale or distribution of alcohol or drugs under this policy will result in an immediate recommendation for expulsion. Offenses are cumulative for grades 9-12.

Breathalyzer Wand

If the District has reasonable suspicion that a student has consumed or been consuming alcohol, a Breathalyzer wand or similar device may be used on the student.

EARLY/DELAYED GRADUATION

Application must be made prior to the end of the first trimester of junior year for a student to be considered for early graduation. Students will submit a course plan with their application that will indicate how they anticipate meeting all the credit and subject requirements needed to graduate. This plan will serve as a contract that students will be expected to follow. NKN High School administration and superintendent approval are required.

Students not completing the required graduation credits will be enrolled for an additional year, unless they have made arrangements to obtain credit through alternative learning options or have attained 18 years of age. Students need administrative approval to continue at NKN after their respective class has graduated.

E-MAIL PROTOCOL

I. USER NAME

Each student's user name will consist of first name, last initial, and 2-digit class year. For example, George Washington, graduating in 2016, would be "georgew16". The new user name will be for both the network login and e-mail.

II. PASSWORD SECURITY

A student who is logging in for the first time, will enter a user name as stated above the password will be their 6-digit student number. Students can change their password by holding the CTRL ALT and Delete Keys at the same time and choosing the change password option from the dropdown menu. Numbers, capital letters and auxiliary characters are not required for the password but can be used. The password cannot be the same as the user name.

Choose your password with great care. Choose something that you will remember but not something that can be easily guessed. Because it is the same password for e-mail, which can be accessed from home or anywhere Else, it is of much greater importance for security than it has ever been in our district. Do not tell anyone Else your password. Just like when a cell-phone camera picture or a text message is sent to someone Else, once your password is known by someone Else, you have no control over how far it can spread. Imagine the damage that can be done if someone Else can access your e-mail. ***You will be held responsible for all activity on your account.***

III. E-MAIL RESPONSIBILITIES

Purpose of the system

The student e-mail system has been set up to simulate communication within a professional organization. While students may not use e-mail much on a personal basis to communicate with their friends, the e-mail system is used world-wide within offices and organizations as a primary means of communication, and it will continue to be so for many years to come. It is important for students to understand this system, the ways that it can benefit them, and the dangers and responsibilities that go along with it. The system also greatly increases communication between staff and students and allows for possibilities that have never been available before.

Acceptable use

At NKN, the student e-mail system may be used for communication from staff to students (groups or individuals), from students to staff, from students to other students, and between students and those outside the NKN system. Because of the open nature of the system, it is vitally important that all users involved be safe, responsible, respectful, and professional in all communications. The system is to be used for school-related communications only. Examples would be communications regarding class work, club activities, athletics, scholarship contacts, etc. What is acceptable will ultimately be determined by the NKN staff.

Non-acceptable use

The system is not to be used for personal communications, either to other students or to or from those outside the NKN system. Please use your own methods of communication for those purposes.

Do not give your NKN e-mail address out to anybody outside the NKN school district, unless it is for school-related purposes. Some examples of this would be using your NKN e-mail for Facebook, etc, entering it on a website for commercial purposes, or adding it to e-mail lists or subscriptions.

E-mail communications should never contain statements or language that is not acceptable to be spoken aloud at NKN. This includes bullying or threatening, either directly (to a person) or indirectly (about a person), inappropriate language, or any other content that is inappropriate to be spoken aloud.

Consequences

Students violating these policies may have their e-mail privileges revoked, in addition to normal school discipline outlined in the student handbook. All guidelines and consequences outlined in the Network User Agreement apply.

Reporting Abuse

If you are aware of abuses to the e-mail system or become a victim of bullying, threatening, or inappropriate communications via the e-mail system, it is important to report this type of

behavior so that appropriate action can be taken. You can report abuses discreetly to any NKN staff member.

IV. E-MAIL LOGIN

Student e-mail can be accessed on the web through the district website. The link can be found on the left side panel of the web page. Notice the separate links for staff e-mail and student e-mail. Clicking on the student e-mail link will take you to the login window. Students should use the same username and password as they do to log into the computer. If the computer password is changed, the e-mail password will change along with it.

EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

(1) Instruction on fire, earthquake, safety threats, dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

(3) At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

(4) A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

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.

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, cancelation of events and early dismissal of students. Parents may access more information by signing up for Nixle Alerts by texting your zip code to 888777, or the district may communicate via local news, the district website at nknsd.org, phone and/or email blasts.

EVERY STUDENT BELONGS

Equity Statement: At Neah-Kah-Nie School District, we are committed to providing a first class education to our community with the goal of equipping our students with the knowledge and skills necessary to become productive members of society and achieve their desired goals. To achieve this goal, we must create and foster a safe, equitable, and inclusive learning environment for all of our students. Neah-Kah-Nie School District, in alignment with the Oregon Department of Education, is committed to the following:

- a) Neah-Kah-Nie School District condemns racism, racial violence, hate symbols, hate speech and all forms of bigotry inside and outside of the school including online activities.
- b) Use of hate symbols and derogatory speech prevents students from gaining access to a safe learning environment, one of the key elements to a quality education.
- c) Neah-Kah-Nie School District condemns any form of discrimination on the basis of race, gender, age, sexual orientation, disability-physical, emotional, and mental, socio-economic class, religion,

country of origin, language spoken, etc. by students, teachers and school administration inside and outside of the school.

- d) Discrimination actively creates an inequitable and unsafe environment, preventing students from receiving equal opportunities in the classroom.

Goals/Agreements

- a) Neah-Kah-Nie School District operationalizes our equity lens by:
 - 1) Assessing how our policy affects the underserved demographic groups in our community and address specific barriers to quality education.
 - 2) Analyzing the consequences of established and future policy changes in regards to disparities in our community.
 - 3) Allocating resources to create equal opportunities for every and all students.
 - 4) Modify strategies to ensure cultural and individual needs are met.

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy. The district prohibits the use or display of any symbols of hate on school property² or in an education program³ except where used in teaching curriculum that is aligned with state standards of education for public schools.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY ¹ The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021). ² “School property” means any property under the control of the district. ³ “Education program” includes any program, service, school or activity sponsored by the district.

EXPANDED OPTIONS PROGRAM

Expanded Options: Juniors and seniors may choose to take classes at TBCC if they are not offered at the high school. There are limited funds set aside through the Expanded Options Program for students who have completed the paperwork, met with the counselor to review student’s education plan and have met TBCC admission qualifications. Families who wish to take advantage of these funds are required to complete an application that is sent out to families of sophomores and juniors in late winter with signed forms due back to the counselor by mid-May in preparation for the following year. Priority given to students on free/reduced lunch program. A deposit of \$100. (Waived for students on free/reduced lunch) is due at the beginning of the term which will be refunded if students receive a passing grade. If a student fails the class or fails to drop/withdraw by TBCC deadlines they will be billed for any additional cost to the school. Any needed transportation is the responsibility of the student.

FAMILY RESOURCE CENTER

The Family Resource Center (FRC) at Neah-Kah-Nie High School is part of our school district’s goals to encourage family, school and community partnerships. We believe that through collaboration, the supports will be in place to help each student flourish. The FRC, located in the Senior Hall, has parenting materials, information to connect families with community services, social services, and other resources. Our center can

help with school supplies, hygiene products, clothing, applications for the Oregon Health Plan, Northwest Oregon Housing Authority (NOHA information), and employment, as well as snacks and emergency food boxes, plus a variety of other needs. Please contact the school office, or counselor for more information or assistance.

FEES, FINES AND CHARGES

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:

Student Body Card (optional)	\$20
Locker Fee (required)	\$5
Duplicate card	\$5
Breakfast	\$TBA
Lunch	\$TBA
Replacement Student Handbook	\$5
Annual/yearbook	TBA
Band Instrument Fee	\$50

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.

FLAG SALUTE

Students shall receive instruction in respect for the national flag and 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.

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 or designee is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

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.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADES

Written reports of student grades will be issued to parents each trimester informing parents of their student's progress toward meeting or exceeding grade level academic content standards. Progress reports will be provided every three weeks as a means to keep parents informed as the trimester progresses.

Parents will receive reports on their student's absences. Parents will be notified of student benchmarks, as appropriate. Letter Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Parents may request weekly progress reports and access to "Parent View" (an electronic monitoring system) by contacting the school office.

Incomplete Grades

Incomplete grades will be granted by administrator approval only. Students should only expect incompletes to be granted due to medical emergencies or sudden family emergencies one week prior to the end of the grading period. Students must submit in writing a full explanation as to why the incomplete should be granted, and must be accompanied by a medical professional's explanation or description of family emergency. Students taking classes at TBCC will show an incomplete on their transcript until grades have been received from the college

GRADE CLASSIFICATION

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

Units of Credit Earned	Grade Placement
7	10 (sophomore)
14	11 (junior)
21	12 (senior)

Graduation with a:

Regular Diploma = 28 Credits=Modified Diploma = 24 Credits

Extended Diploma = 12 Credits.

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.

GRADUATION REQUIREMENTS

The Board establishes graduation requirements for the awarding of a high school diploma, qualifies to receive or receives 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, 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 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 reached 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 diploma, 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 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 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.

Essential Skills

The district will allow English Learners (ELs) students to demonstrate proficiency in all required Essential Skills in the student's language of origin.

The district will develop procedures to provide assessment options as described in the Test Assessment Manual, in the ELs student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELs student's language of origin are scored by a qualified rater.

Neah-Kah-Nie High School is committed to preparing students for the future. Knowing that today's world is ever changing, we have adjusted our requirements and courses in an effort to meet the demands that our students will be facing. We are keeping pace to ensure that students meet Oregon's Content and Performance Standards and Essential Skill Requirements. In turn they graduate better prepared for college/post-secondary training, employment, and the responsibilities of adult life. It is our goal to provide a meaningful program of study for each student, which will ensure rigor and relevance; one that will promote individual initiative to prepare for the future.

REQUIREMENTS FOR GRADUATION

Subject Areas*	Credit Requirements
English Language Arts	4 credits
Mathematics (Alg. 1 and higher)	3 credits
Science	3 credits
Social Sciences	3 credits
Physical Education	1 credit
Health	1 credit
Second Language The Arts Career & Technical Education	3 credits In any combination
Computer	1 credit
Career Learning	1 credit
Electives	8 credits
Total Credits	28

PERSONALIZED LEARNING REQUIREMENTS:

- **Education Plan and Profile** - Students develop a plan and profile to guide their learning and document progress toward their personal, career, and post-high school goals. Portfolio binder provided.
- **Career-Related Learning Experiences** - Students participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- **Extended Application (Sr. Project)** - Students apply and extend their knowledge in new and complex situations related to the student's personal and/or career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

HACKY SACKS AND OTHER SPORTS EQUIPMENT

These items and other "toys" are to be used **outside or in the gym only during appropriate break times**. The halls and classrooms are not locations for competitions or practices.

HALL PASSES

Students must have a hall pass in their possession every time they are in the hall/bathroom when it is not passing period. Hall passes are a privilege. They can be used at teacher's discretion and can be revoked at any time.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/TEEN DATING VIOLENCE /DOMESTIC VIOLENCE

Hazing, harassment, intimidation, bullying, 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, 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 activity or grade level attainment. (i.e., personal servitude; sexual stimulation/sexual assault; 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; or 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 school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class 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; or
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, gender identity, 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/or 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 act of, including but not limited to, hazing, harassment, intimidation, 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, bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The building principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence - Student shall immediately report their concerns to the building principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the building principal 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.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

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

- Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to building principal. 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 building principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The building principal 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 building principal 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, bullying, menacing, cyberbullying, or incidents of teen dating violence, and documentation will be maintained as a confidential file in the district office.

HEALTH ROOM

Students must sign in/out on Health Room clipboard. Students will be allowed to lie down for 30 minutes. Parents will be called to pick up students with symptoms that require exclusion.

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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Stacey Dills at 503-355-3556, the district's liaison for homeless students.

IMMUNIZATION

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 such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INDEPENDENT STUDY

To be eligible to take independent study, college or on-line courses, students must be a junior or senior in good academic standing. Exceptions may be allowed on a case by case basis with administrative approval. Teacher, counselor and parent approval are required. Independent study including college and on-line classes are meant to augment the curriculum, not take the place of an existing course.

INFECTION CONTROL/HIV, HBV AND AIDS

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

INJURED AT SCHOOL

If you are injured while participating in any school activity or during school hours, you should tell a staff member **immediately**. The staff member will administer first aid, or send you to the office for first aid. Your parents/guardians will be contacted in regard to medical treatment. Accident reports must be completed for all school injuries.

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 district 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; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

LIBRARY/MEDIA CENTER

The Media Center will be open for students during snack and lunch, and after school until 3:45 p.m. At all other times students need a pass to come to the library. Students can check out up to 4 books at one time. Overdue fines accrued (5 cents per school day) can be paid or worked off by organizing and cleaning library materials. Students with overdue books, lost books, or fines will be limited to one checkout until their accounts are cleared. In cases of multiple materials overdue, fines, and lost materials, checkout privileges will be revoked until all overdue materials have been returned.

Student Resources

Links to online resources can be found on Neah-Kah-Nie's District webpage at: <http://www.nknsd.org>. Student Resources can be found by clicking on NKN High School from the options on the right side of the page, and scrolling down to the bottom of the page to find the link to student resources.

If you want to access **Gale databases** through OSLIS from home, type in the following username and password at the prompt:

username: neahkahn

password: oslis

Follett Destiny Library Account

Links to the library catalog can be found on the student resources page or by using the following URL:

<http://library2.nwtoolbox.org> – Choose our district and then Neah-Kah-Nie High School from the list of options.

To access your account, click login on the top right corner of the page:

Login with Google using your school email address (ie: janex21@nknsd.org) and your password – typically your lunch number & Nkn (ie: 223006Nkn.)

Why login to your library account?

You can see what checkouts, overdue and fines you have. (Click on the “my info” tab.)

You can place holds on books you want. (Search the catalog for the book you want, click on the book title, then click on the “hold it” button on the right side of the screen.)

Access to e-books for download to your tablet, phone or computer. (Click on the catalog tab, and then click on Destiny Discover from the options on the left menu.)

Destiny Discover Account

The Destiny Discover website is located at: <https://www.gofollett.com> Search for our school library from the drop down menu.

You can download the Destiny Discover app from most app stores.

Use your school Google Account to login identically to the Follett Destiny Library account above.

Make sure you are using Wi-Fi, and not your cell data connection for best operation.

Once you have logged in you can search the My Library tab for a book to check out.

Click on checkout/hold when you find a book you want.

Click on the My eReader tab to open and download your title.

Books are checked out for two weeks at a time, and will disappear automatically when the borrowing period is up.

LOCKERS

Lockers are available for all students. Lockers are NKN District property and are provided for the convenience of students. Students must pay the locker fee of \$5. It is the student's responsibility to keep the locker orderly, clean and locked at all times. There is to be no decoration on the outside of the locker door. Only one person per locker is allowed. Students should not share their lockers or combinations. Replacement combination locks cost \$5. Vandalism/damage to student lockers/PE lockers will be assessed and billed to student's account. Report locker concerns to the office immediately. Items of value should not be kept in lockers or brought to school. Lockers are not to be used for the storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or violation of a school rule.

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. 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.

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.

LOST AND FOUND

Located outside the high school office. 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 the month. 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, of damage to, personal property.

MEAL PROGRAM

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

Additional information can be obtained in the office or by visiting www.mymealtime.com. Once there, you will create a username and password. You can apply for free and reduced meals online as well as add monies to your student account. Deposits can also be made in the high school office before school or during the lunch hour. Students are encouraged to keep monies in their account at all times.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to the parents or guardians, only.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma, or diabetes.

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.

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, method of administration, 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 requirements 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 five 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 healthcare professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon or other medications to a student as prescribed and/or allowed by Oregon law:

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.

Pre Measured 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.

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, 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.

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

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription 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.

MIDDLE SCHOOL

NKN has the unique situation of being a 6th-12th grade campus. The expectation is that high school students will stay within their own building and will refrain from interacting with middle school students.

ONLINE LEARNING

The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a public charter school or for online courses offered by the Oregon Virtual School District. 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, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides; attend Student Led Conferences;
2. Keep informed on district activities and issues. The district website is nknsd.org. The newsletter, Student Class Orientation Nights in September and October, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal; Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PEDICULOSIS (HEAD LICE)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices in district facilities during the school day to support instructional 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.

Students permitted to possess a personal electronic device are prohibited from using the device during class time unless approved by the teacher. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

Students will be required to turn off or mute and store cell phones prior to entering classrooms. They are prohibited from being used during class time unless approved by a teacher.

The district will not be liable for personal electronic devices brought to district property and school-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public charter school equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

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

POSITIVE BEHAVIOR & INSTRUCTIONAL SUPPORTS (P.B.I.S.)

Neah-Kah-Nie students & staff support the program called P.B.I.S.

NKN has several positive behavior supports in place to encourage our students to be respectful, responsible, and safe, which they are taught in classroom instruction, in the hallways, and during assemblies.

Positive behavior supports that we have in place to encourage our students to be respectful, responsible and safe are:

Golden Doubloons: Students earn this card by being "caught" being safe, responsible or respectful. They can then go to the library, where the Doubloons can be turned in for various prizes from the "Booty Box".

Good News Postcards: Staff members acknowledge students by sending notes home to their parents.

Pirate to Celebrate Sheets: Staff members nominate a student, and a sheet is passed around for other staff members to acknowledge good deeds done.

Students may also become eligible for great prizes if they have no tardiness, no referrals, and perfect attendance. Improved and perfect attendance will be celebrated at the end of each trimester.

EXPECTATIONS	CLASSROOM	NON-CLASSROOM	ASSEMBLY
BE SAFE	<ul style="list-style-type: none"> *Follow the school rules *Food/Drinks allowed in classroom with staff permission only *Keep hands, feet & objects to yourself *Teacher dismisses you, not the bell *Listen, eye contact 	<ul style="list-style-type: none"> *Follow the school rules *Keep hands, feet & objects to yourself *Walk and follow the rules of the road *Report unsafe situations *Respect self and others *Use respectful speaking voice and language 	<ul style="list-style-type: none"> *Keep hands, feet & objects to yourself *Enter and exit bleachers *Be polite and respectful to presenters *Listen
BE RESPECTFUL	<ul style="list-style-type: none"> * Cell phones OFF AND AWAY (unless use for academic purposes is permitted by teacher) *In seat when bell rings * Follow directions *Be prepared and be on time 	<ul style="list-style-type: none"> *Clean up after yourself *Respect facilities/property * Follow directions 	<ul style="list-style-type: none"> *Cell phones and electronic devices turned OFF *Participate appropriately
BE RESPONSIBLE	<ul style="list-style-type: none"> * Bring supplies to class every day *Only leave classroom with a hall pass 	<ul style="list-style-type: none"> *Be prepared and be on time *Learn and use problem solving skills *Know the school rules 	<ul style="list-style-type: none"> *Engage in activity

PROGRAM EXEMPTIONS

All NKN 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.

PUBLIC DISPLAYS OF AFFECTION

Only hand-holding is permitted on campus. Kissing, embracing, and other inappropriate touching are not permitted on campus.

RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
 2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - 1) The date of the restraint or seclusion;
 - 2) The times the restraint or seclusion began and ended; and
 - 3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
 3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
 4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
 5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
 6. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
 7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
 8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
 9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, and to the union representative for the affected person, if applicable.
- The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

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 teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Students should not be in the building before 8:00 a.m. and are to leave the building immediately after school unless they are involved in supervised sports/activities. **Students enrolled for a partial day must not be on campus during their non-class hours during the school day.**

A student who needs to be on school grounds (except for athletics) after the normal school day must be under the supervision of a staff member, and the office needs to be notified.

STUDENT SEARCHES

Searches

District officials may search the student, their personal property, including vehicles, and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches 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 and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may 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.

District officials may also search when they have reasonable information that emergency/dangerous and/or use/possession of drugs/alcohol circumstances exist. District officials may use breathalyzer, metal detector, and may request a drug dog if necessary to aid in search.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate. **REFUSAL TO PARTICIPATE IN SEARCH WILL BE GROUNDS FOR DISCIPLINE.** See Conduct.

Questioning of Students

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 abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

SPECIAL PROGRAMS

English Language Development (ELD)

The school provides special programs for English language learners (ELs). A student or parent with questions about these programs should contact the principal

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

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;

6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Special Student Services Director, Erica Keefauver at 503-355-3544

Title IA Services

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

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

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

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

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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.

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

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 years of age, unless the district is provided evidence that there is a court order or parental plan, 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 years of age or older), may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age 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:

Parents shall make request for hearing in which the objections are specified in writing to the principal; The principal shall establish a date and location for the hearing agreeable to both parties; 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.

The hearing shall be private. Persons other than the student, parents 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.

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.

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.

STUDENT OFFICES AND ELECTIONS

Students are encouraged to participate in student government activities including running for office. A copy of the student body charter may be accessed in the school library, office and from the student government advisor.

STUDENT/PARENT COMPLAINTS

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the principal.

Education Standards Complaints

Any resident of the district, parent of a student attending district schools or a student attending a school in the district 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, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

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 Re-evaluation of Instructional Materials" 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.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 working days of the meeting with the administrator, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of their findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearings for the purposes of making further explanations and

clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

A complainant must file a complaint within the later of either time set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.303 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if [a student], a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001-581-002-0023[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

Staff Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy

"Sexual conduct" as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. The person designated to receive sexual conduct reports is Superintendent, Tyler Reed. In the event the designated person is the suspected perpetrator, the school board chairperson shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

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, Stacey Dills at 503-355-3556.

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, school volunteers, parents, school 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 educational environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student 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 or 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.

Step 1. Any sexual harassment information (i.e., complaints, rumors) shall be presented to the 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.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step 2. The district official receiving the information or complaint shall promptly initiate an investigation. The district official 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 provided in step 1 and the date and details of the notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3. If a complainant is not satisfied with the decision at Step 2, the complainant 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 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 4. If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to 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 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 the Regional Civil Rights Director, U.S. Department of Education, and 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 principal, compliance officer or superintendent.

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.

Talented and Gifted (TAG) Programs and Services Complaints

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

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

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

SUSPENSION

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present 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.

School 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.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;

2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in identifying the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

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

Appeals

A Parent may appeal the identification process services and/or placement of their student in the district's TAG program as follows:

Coordinate with Board policy IGBBA – Identification – Talented and Gifted Students and accompanying administrative regulation (Required).

Informal Process

1. The parent will contact Ericka Keefauver to request reconsideration.
2. The coordinator/teacher will confer or meet with the parent(s) and may include any additional appropriate persons, (e.g., principal, counselor, teacher), within five school days of the request. At this time, information pertinent to the selection or placement or services will be shared.
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process

1. The parent shall submit a written request for reconsideration of the identification/placement to Ericka Keefauver, within five working days of the conference identified in the informal process.
2. Ericka Keefauver shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher.
3. Ericka Keefauver, TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision.
4. The parent may be provided an opportunity to review school/district data and present additional evidence.
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
6. A decision will be made by Ericka Keefauver within 20 working days after receipt of the written request for reconsideration from the parent. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
7. The decision may be appealed to the Board.
8. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR). The district shall provide a copy of the OARs upon request.

TARDY POLICY

A student who is tardy to school should go to the high school office to receive an admit slip. A student who is more than fifteen minutes late to a class is considered absent, unless there is an excused tardy note.

It is important to be in class on time. Tardies are issued when a student is not in their seat when the bell rings.

With this in mind, NKN has adopted the following tardy policy:

First – Third tardy: Reminder to student

Fourth tardy: Lunch Detention

Fifth + tardy: Detention, ISS/OSS, or other consequences at the discretion of administration

Every 3 weeks along with grades, tardies are tallied and consequences assigned.

TEACHER ASSISTANT/PEER TUTOR

We encourage all students to maximize their academic course load which includes taking college courses and extra electives once all graduation requirements are achieved. TA's will be individually approved based on teacher request, student graduation plan and in every case, requiring administrative approval.

A student may apply a maximum of two terms of TA credit per year toward graduation. A student may serve as a Teacher's Assistant or Peer Tutor only 1 period per term for credit. If you choose to serve more than two terms in one year, the excess will not count for credit or for athletic eligibility. A student must be either a junior

or a senior in good standing. Good standing is defined as meeting class standing of original graduating class requirements, a minimum of 2.5 GPA, approval from the principal, good attendance, and discipline. Any exceptions must be granted by the principal.

TELEPHONE USE

Office and classroom phones are for school business use only. Office phones may be used ONLY in case of emergency, and then only with permission. Students must have a hall pass to use the telephone.

TEXTBOOKS

Students are responsible for issued textbooks. Charges will be assessed for **damage or loss**.

THREATS

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

Student possession, use, sale of, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

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 of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

TRANSFER OF STUDENTS

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

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

1. Students being transported are under the 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 materials 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 the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation - Warning: Initial warning, parents contacted.
2. Second Citation: Second warning, conference at parent or driver's request.
3. Third Citation of the Year: 2-day suspension from riding bus, conference required with driver, parent, supervisor and principal before riding privileges are restored.
4. Fourth Citation: 5-day suspension from riding bus, conference/hearing with superintendent before riding privileges are restored.
5. Fifth Citation: Suspension from riding busses for a period of no less than 18 weeks.

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 students with disabilities.

VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS

Park only in student spaces. Drive courteously and carefully. **There is a 10 M.P.H. speed limit on campus.** In the back parking lot, the first two rows are reserved for staff and are off limits to students. The rows of parking spots in front of the gym are for parents, volunteers, visitors, and school officials only. Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that they hold a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy. In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Driver's training courses are available through TBCC.

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

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is

prohibited. Skateboards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the administrator’s office for parents to retrieve. Use of skateboards, rollerblades, scooters or similar devices on district property during non-school hours is at the user’s risk. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

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

VISITORS

Parents/guardians are encouraged to participate in school activities. All visitors **MUST** check in at the office. Student visitors are allowed only during lunch time if approved by the administration 24 hours in advance. See the front office to obtain and fill out the proper form. Students that do not attend NKN **may not** be in the building at any time without a visitor pass.

Appendix A:

ATHLETIC & ACTIVITY CODE OF CONDUCT

Neah-Kah-Nie School District #56 is proud to offer athletic and activity opportunities to Neah-Kah-Nie High School students. Our coaches, teachers, advisors and administrators expect students to apply themselves to their academics, maintain good attendance, be disciplined, and represent Neah-Kah-Nie High School with pride and respect. The primary goal of Neah-Kah-Nie athletic and activity programs is to provide fun, rewarding, and successful learning experiences for all student athletes.

Academic Eligibility-Athletics/Activities

Students must meet OSAA and Neah-Kah-Nie High School eligibility requirements each trimester to participate in any athletics/activities at NKN High School. Students must be enrolled in four curriculum classes per trimester. Students who do not pass 4 out of 5 classes are not eligible for the following trimester. Participation for fall sports will be based on the previous year’s third trimester grades. Participation in team practices will be determined by the head coach/advisor. Students’ grades will be monitored during the season at mid-term for continued eligibility. A student deemed ineligible will be unable to participate until they have fulfilled the OSAA pass-to-play rule (passing 4 out of 5 classes). Additionally, to be eligible to play, a student must also be making satisfactory progress towards the school’s graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year. (See OSAA Handbook, Rule 8.1.2.)

Minimum Satisfactory Progress Requirements:

Credits to Graduate: 28

Prior to Grade 10: 5

Prior to Grade 11: 11.5

Prior to Grade 12: 19.5

All returning students who do not meet the minimum credit requirements established above need to enroll in and complete a credit recovery program. Students who are not “on track to graduate” are not eligible to participate unless an Eligibility Request Form has been submitted to the OSAA office and approved by the Executive Director.

Students with unexcused absences or trancies will not participate in athletics/activities that day, although students with excused pre-arranged absences may participate in athletics/activities that day at the discretion of the administration. Appeals concerning the eligibility procedure must be made to the Athletic Director. These guidelines have been established as a minimum code for athletics/activities. Coaches/advisors may institute additional rules of conduct.

Athletics & Activities offered at Neah-Kah-Nie High School:

Baseball	Honor Society	LEO’s
Basketball	Art club	
Cheerleading	NOSB	
Chess Club	Softball	
Choir	Speech	
Cross Country	Student Council	
FBLA	Track and Field	
Football	Volleyball	
Golf	Wrestling	

Physical Exams for Athletics

All students must have a physical exam performed by a physician licensed by the Oregon State Board of Medical Examiners, **prior to** practice and competition in athletics. The physical exam is the responsibility of the parents/student and is to be paid for by parents. Any participant that has had an injury or illness and has been under the care of a physician **must** have a "Return to Play" form signed by the physician before participation.

The following guidelines have been established by School District #56 and MUST be read by the student and a parent/guardian before that student can participate in athletics or activities.

General Rules

- a. The policy shall be in effect 24 hours a day from the first day of practice through the last contest in that sport or activity.
- b. Participants will ride to and from any event held at another school on school provided transportation. A student may ride with their own parent or guardian ONLY if it has been pre-arranged with the coach. (This is usually done only for the trip home.) If a student rides home with another player's parent, a change in transportation form must be completed prior to the trip.
- c. Athletes are eligible to compete in a contest or practice only if they attend school at least half the day of the contest or practice, and only if the absence is excusable. The only exceptions are pre-arranged absences or those with administration approval.
- d. A student removed from a team or suspended from sports competition may not letter or attend the awards banquet.
- e. All students must be covered by insurance before being allowed to practice or compete in an athletic event.
- f. All ninth and eleventh grade students must have a physical examination by a certified medical doctor using the prescribed OSAA physical form, unless they have had one within the last two years. All other students must complete an interim physical report.
- g. All paperwork must be turned in before the first practice.
- h. No student will be allowed to participate in more than one sport during a sport's season unless both coaches agree and complete a joint participation agreement.
- i. Students are expected to attend school **first** period in the morning after a school sponsored event. Any co-curricular participation accompanied by a tendency towards tardiness will require a meeting with the Athletic Director, any advisor or teachers involved, and a parent, to discuss further participation.

CO/CURRICULAR PARTICIPATION REGULATIONS

The use, sale, distribution, or possession of alcohol, tobacco, or prescription drugs prescribed for the student and not used in accordance with the prescription is prohibited on and off campus. Presence beyond a minimal amount of time at places where drugs or alcohol are being used illegally is a violation of the athletic/activity policy. It is the student's responsibility in such a situation to immediately leave the premises where such activities are going on. Administration has the discretion to enact discipline to fit the parameters of student misconduct at any time.

Students who find themselves in jeopardy because of a substance problem should receive professional assistance. If a student voluntarily requests assistance from school officials with regard to an alcohol, drug use or tobacco problem and has not previously committed an alcohol/non-prescribed drug use or possession of tobacco use offense, the participant will receive the discipline of non-co-curricular participants (see drugs, alcohol and tobacco) and be required to complete the following to remain eligible for athletic participation:

- A. The student meets with his school counselor and follows their recommendations, including a recommendation for a drug and/or alcohol abuse assessment and any recommended treatment: and
- B. There are no subsequent incidents of either alcohol, tobacco, or non-prescribed drug use or possession.

In an instance where a student has failed to voluntarily request assistance as described above and is determined by a school official to have used or possessed either alcohol, tobacco, or non-prescribed drugs, the student will face the consequences below. Students and parents must clearly understand the offenses accumulate through the four years of high school. For example, a freshman student can break the Code of Conduct and receive a 45-day suspension. If they have a second offense at any time during their high school career they will receive the punishment for the second offense. Any offense of distributing alcohol or drugs to students may be treated as a Third Offense at the discretion of the administrator.

First Offense

If a school official determines a student has used, possessed, sold, or distributed alcohol, drugs, or tobacco, or used prescription medicine not in accordance with the prescription, or has been present in a place for more than a minimal amount of time where drugs or alcohol are being used unlawfully by others, the student will be excluded from representing the NKN School District in a public forum/setting/competition for 45 calendar days from the time the violation is dealt with by school personnel. Within one week of suspension, the student must meet with the school counselor and demonstrate a willingness to follow their recommendation for treatment. Failure to comply will be treated as a second offense.

Second Offense (at any time during the high school career)

A full suspension from all sports/activities will be enforced for one calendar year. A student is considered to be under this policy even during "first offense" suspension. If a student breaks the rules during this time period, the student is automatically suspended for one calendar year from the date of the infraction.

Third Offense

Full suspension from all sports/activities for the remainder of the student's high school career.

Other Severe Violations May Include:

- A. Fighting or Physical Aggression – Possible 15 calendar day athletic/activity suspension and at least one contest/game suspension.
- B. Insubordination – Possible 5 school day athletic/activity suspension and no practice and 1 contest/game suspension.
- C. Theft or vandalism while on athletic trips, from our school, or teammate - suspension for the duration of that sport season.
- D. Bullying/Hazing/Harassment/Threats- Possible 15 calendar day suspension. Meeting with administrator/coach/counselor. Season suspension possible.
- E. Plagiarism/violation of Academic Integrity Policy.
- F. Weapons – Suspended from school pending an expulsion hearing.

NOTE: Activity suspensions will be consecutive school days and at least a partial or one game suspension for the violations listed above. Other consequences, depending on the infraction, may be at the coaches' and/or the athletic director's discretion.

All students may face other school consequences, including suspension and/or expulsion from school, and each individual coach/advisor may set higher standards for reinstatement after violations.

Coaches/advisors may institute higher standards or expectations or additional rules of conduct, which shall be provided to students at the beginning of the season.

Any violation that requires a suspension from the extracurricular activity or sport of 45 days or more may be appealed to the Athletic/Activity Council, which consists of the high school principal, athletic director and up to three head coaches (one of which will be the coach of the sport from which the athlete is being suspended), or four staff members. The student or their parents must communicate the desire to appeal the suspension in writing to the high school principal within five days of the suspension. The Council will meet within three days of receiving the notice of the appeal. The student may attend the hearing. The Council will review the incident and consequences, and will notify the student and their parents within three days of the hearing date.

Ejections

If a student is ejected from a contest for unsportsmanlike conduct, the student/parent will pay the OSAA fine at the rate prescribed by the OSAA.

OSAA Ejection Policy

First ejection:	\$50
Second ejection:	\$100
Third ejection:	\$150
Fourth ejection:	\$200*

*Each ejection thereafter in a sport during that season shall result in a fine to be increased by \$50 increments for each ejection, without limitation. The fine for an ejection in the last contest of the season shall increase by \$100 over the standard fine for the offenses.

NKN Ejection Policy:

For one ejection in a sports season, the player pays NKN High School \$50. The players share the total sum of the fines when two or more ejections occur in the same sports season:

Second Ejection: Each player pays \$75

Third Ejection: Each player pays \$100

Fourth Ejection: Each player pays \$125

An athlete may be dismissed from a team if they are ejected from a contest.

Neah-Kah-Nie High School Misconduct Point Grid

Behavior & Policy	Definition	First Offense (Range of Consequences)	Repeat Offense (Range of Consequences)
Alcohol/Dangerous Drugs	Using, possessing, taking affirmative action to possess, selling, distributing, or being under the influence of alcohol, drugs or other intoxicants. Possessing any drug paraphernalia. A dangerous drug is defined as: any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user or others. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens and other substances	See Student Discipline Policy. Points 15 The student will be excluded from representing the NKN School District in a public forum/setting/competition for 45 calendar days from the date of the offense.	See Student Discipline Policy. Points 30 Second Offense -A full suspension from all sports/activities will be enforced for one calendar year. Third Offense - Full suspension from all sports/activities for the remainder of the student's high school career.
Assault/Battery	Intentionally, knowingly or recklessly causing physical injury to another, <u>but not mutual combat</u> .	5 day OSS. Referral to police. Points 25	Referral to police. Suspension pending expulsion hearing. Points 50
Away from assigned area	Leaving without permission, being in an unsupervised area or being in off limits area	Detention Points 5	Detention to suspension Points 10
Cheating/ Plagiarism/Violation of Academic Integrity	Teacher observes test security violation, cheating or identifies plagiarism on assignment	Remove to office "F" on assignment. Teacher notifies parent and administrator.	Remove to office "F" for trimester grade, invalidate test. 3-day suspension.
Disrespect, Insubordination, Defiance, Rude Speech or Behavior (Teasing/Taunting)	Behaving in a manner that is impolite or crude.	Detention to Suspension Points 0-10 +Apology	Detention to Suspension Points 10 - 20
Endangerment	Reckless, unintentional conduct which creates substantial risk of physical injury to another person and/or self.	Detention to Suspension Points 10	Suspension to Expulsion Points 10-25
Extortion (see Threat)	Demanding money, or something of value (i.e., lunches) from another person in return for protection from violence or by threat of violence.	Up to 5-day suspension Points 25	Suspension pending expulsion. Referral to police. Points 50

Fighting (Both Participants)	Exchange of mutual physical contact, such as pushing, shoving and hitting.	1-3-day suspension. Points 25	3 to 5-day suspension to expulsion Police referral with any injury. Points 25
Fire Alarm Pull/AED Unit Tampering	Setting off a fire alarm without a reasonable belief that a fire exists or opening the door of the AED unit without just cause.	Police referral. 5-day suspension. Points 30	Suspension pending expulsion. Police referral. Points 50
Fire Tools/Ignition Sources	Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire tools are defined as: any tool that creates a form of heat by creating a flame or spark, including but not limited to matches, cigarette lighters, and multi-purpose lighters (BBQ). Ignition sources other than fire tools are defined as a form of heat which instigate or are used to propagate fire and include, but are not limited to, candles, road flares, fuses, and fireworks.	Confiscation. Detention to Suspension. Possible police referral. Points 0 - 10	Confiscation. 1 - 3-day suspension. Police referral. Points 10 - 20
Forgery (see Lying)	Providing a false signature or altering school documents.	ISS to OSS. Possible police referral. Points 5 - 10	OSS to suspension pending expulsion. Points 25
Gangs/Secret Societies	Oregon law prohibits the existence of any secret society in public schools. Students who participate in gang-related activities at school or school-sponsored 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.	Detention to Suspension. Review student handbook. Willingly changes or removes attire. (Not willing, see defiance) Points 0 - 10	Suspension to Expulsion. Points 10 - 25
Hazing/Harassment Intimidation/ Bullying/Menacing	A disturbance (language, behavior, technology-cyber bullying) which insults, ridicules, or torments another person.(Maximum	ISS to 2 day OSS. Apology to harassed individual.	3 to 5-day suspension. Possible expulsion. Referral to police.

Teasing/Taunting (see disrespect)	consequences for offenses against protected classes)	Points 10 - 20	Point 25
Harassment - Sexual	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 prohibited.	1 to 3-day suspension. Apology to harassed individual(s). Parent conference before return to school. Possible police referral. Points 10 - 20	3 to 5-day suspension. Possible expulsion. Referral to police. Points 25
Inappropriate Dress & Disruptive Appearance	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, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, which depicts violence, insulting, gang membership related, or ridicules a particular person or group is prohibited.	Student to change attire. Warning to Detention. Points 0-5	Detention to OSS. Student (parent) conference. Points 5 to 10
Insubordination	Failure to comply with a verbal direction or instruction of a staff member, after 2nd request.	Detention to Suspension. .Points 0-10	Detention to Suspension. No practice and 1 contest/game suspension. Points 10-20
Littering on and off campus	Dropping trash or spilling liquids in common areas or while off campus during school hours.	Clean-up area. Loss of off campus privileges for one week.	Restitution – OSS Hallway clean-up duty after school for 3 to 5 days. Loss of off campus privileges for one trimester
Loitering	Students are not to be in the building after school hours unless they are supervised by an adult. This policy is being implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area 15 minutes after school ends.	Reminder of policy Escorted out of the building and/or off campus. Points 0 - 5	Parent phone call to Suspension. Points 5 - 10

Off-task (see Insubordination)	Not doing assigned work or assignment	Teacher Discretion	Parent Phone Call
Physical Escalation	Aggressive physical Interaction. Not Fighting	Detention to Suspension. Points 0-10	Detention to Suspension. Points 10-20
Profanity/ Lewd Conduct/ Offensive Conduct	Indecent exposure and/or the use of obscenity or profanity, or offensive conduct whether oral, written, or by gesture. This includes possessing, selling, or distributing lewd items.	Detention to Suspension. Points 0 - 10	Suspension – Expulsion. Points 10 - 20
Public Displays of Affection	Kissing, embracing, touching which violates the student conduct code.	Review of rules.	Lunch detention to ISS. Parent contact. Points 5
No Show for Detention	Student willingly or unwillingly skips assigned detention.	Assigned an additional detention. Points 0 - 5	ASD – Suspension. Points 5 to 10
Tardy	Failure to be in a place of instruction at the assigned time.	See Behavior Expectations section.	See Behavior Expectations section.
Technology Use (Inappropriate)	Failure to comply with the District's "Information Technology System Network Usage Agreement." And Personal Electronic Devices and Social Media (See addendum)	Administrative Discretion. (See technology agreement/addendum) Loss of use of District Technology Possible referral to Police	Administrative Discretion. (See technology agreement/addendum)
Theft-minor	Taking, giving, selling, or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or stolen. (Retail value less than \$50, excluding wallets, purses or keys)	Return or restitution of property. Detention to Suspension. Points 0 - 10	3-day suspension. Return or restitution of property. Points 20
Threats/ Menacing/Hate Lists	An intentional, serious threat by word or act (including physical and /or verbal bullying/threatening), which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are	Detention to Suspension. Referral to Police. Points 5-25	Suspension to Expulsion. Referral to Police. Points 25-50

	not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation, or disability.		
Threats with a weapon dangerous instrument.	Using an actual weapon, simulated weapon or any dangerous object to threaten another person with bodily injury.	Suspension pending expulsion. Referral to police. Points 50	Suspension pending expulsion. Referral to police. Points 50
Tobacco	Using, distributing, or possessing any form of tobacco on or near school property, school sponsored events, school transportation (i.e., bus or busette), and without regard to location.	1 day ISS Points 10	2 days ISS Points 15
Truancy	Students leaving w/o permission or being off campus when should be on campus.	Detention to ISS. If parent is unavailable, Notify Truancy Officer, and /or Police. Points 10	Up to 5 days ISS Notify Police Points 10-25
Use of legitimate tool as a weapon. (see Weapons: others)	Use of pencils, pens, compasses, combs, etc., with an intent to inflict bodily harm on others or to force others to act against their will.	5-day suspension pending expulsion. Points 25	Suspension pending expulsion. Referral to police. Points 50
Vandalism-minor	Intentionally causing damage to, destroying or defacing school or property of others. Minor vandalism includes situations in which damage can be repaired or replaced at no cost to school or person.	1 day in-school suspension. 5 hours' community service. Points 10	1-3 days' suspension. 10 hours' community service. Points 25
Vandalism-major	Includes situations in which it will cost the school or individual to repair or replace the damage, or the damage involves a substantial disruption of school activities, such as destruction of school records. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages.	Restitution for damages. Police referral. 5-day suspension. 15 hours of community service. Points 15	Suspension pending expulsion. Police referral. 25 hours' community service. Points 30

Vehicle - Driving without license	Student use of any vehicle without a driver's license.	Referral to police. 1-week suspension of parking privileges for car owner. Points 5	Referral to police. 30-day suspension of parking privileges for car owner. Points 10
Vehicle - Parking violation	Student violates campus parking rules.	Review rules. Warning.	Loss of parking privilege for 1 week-30 days. Parent contact.
Vehicle - Reckless driving (see Endangerment)	Using any motorized vehicle on/near school grounds in a reckless manner so as to threaten health or safety of another; action disrupts educational process.	30-day suspension of parking privileges. Points 10	Suspension of parking privileges for 60 days to the remainder of the year. Referral to police. Points 25
Weapons: Dangerous or Deadly	<p>"Dangerous weapon" is defined by 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 physical injury.</p> <p>"Deadly weapon" is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.</p>	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>
Weapons: Destructive Device/ Explosives	The use, distribution, possession, or sale of an explosive device or material is prohibited on school district property, school bus, or at any school sponsored event.	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>
Weapons: Firearms	The use, distribution, possession, or sale of a firearm is prohibited.	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>	<p>Suspension pending expulsion.</p> <p>The superintendent may modify the expulsion on a case-by-case basis.</p> <p>Referral to police.</p> <p>Points 50</p>

Weapons: Look-Alike Explosive Devices, Firearms, Knives, or Dangerous or Deadly Weapons	The possession, use, threat of use of a look-alike explosive device, firearm, knife, or other dangerous or deadly weapons is prohibited. Possession, distribution, use, threat of use, and sale of a look-alike weapon on campus, in car or school bus, or at any school sponsored event is prohibited.	Student Suspended pending an expulsion hearing. Points 50	Suspended pending an expulsion hearing. Points 50
Weapons: Others	The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury.	Suspended pending an expulsion hearing. Points 50	Suspended pending an expulsion hearing. Points 50

2023-2024 Bell Schedule

Daily Schedule M-F		Delayed Start Schedule Inclement Weather, Power Outage, et. Staff Report at 10:00 am Students Report at 10:45 am	
Period 1	8:44-9:50	Period 2	10:44-11:35
Breakfast	9:50-10:05	Period 3	11:39-12:30
Advisory-	10:05-10:35	Lunch	12:30-1:00
Period 2		Period 4	1:04-1:55
Period 3	10:39-11:45	Period 5	1:59-2:50
Period 4	11:49-12:55	Period 6	2:54-3:45
Lunch	12:55-1:25		
Period 5	1:29-2:35		
Period 6	2:39-3:45		

SUCCESS SKILLS *listening & homework skills*

LISTENING SKILLS

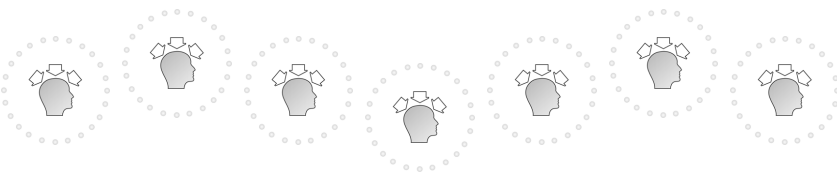
Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- *Approach the classroom ready to learn*; leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher*, focus your attention directly on them.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate*; ask for clarification when you do not understand.
- *Take notes*.
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments*; separate fact from opinion.
- *Connect what you hear* with what you already know.

HOMEWORK SKILLS

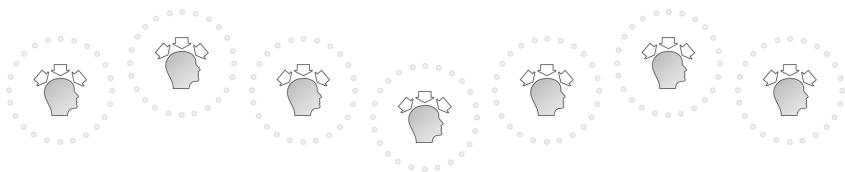
- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning*. Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent*. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow*. Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time*, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



SUCCESS SKILLS *successful notetaking*

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



HALL PASS

[illegible][illegible]

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused

LANGUAGE ARTS *punctuation*

PERIOD



Use: to end a sentence that makes a statement or that gives a command not used as an exclamation.

→ *Example:* Go to your room, and do not come out until dinner.

Use: after an initial or an abbreviation.

→ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

COMMA



Use: to separate words or groups of words in a series.

→ *Example:* I used *worms, minnows, larva, bread balls, and bacon* for bait.

Note: Some stylebooks and teachers require a comma before “and” in a series.

→ *Example:* He *ran, jumped, and yelled.*

Use: to separate an explanatory phrase from the rest of the sentence.

→ *Example:* Escargots, *or snails*, are a delicacy that I relish.

Use: to distinguish items in an address and in a date.

→ *Examples:* John Doe, 290 Main St. Midtown, IN 48105

September 20, 1960

Use: to separate a title or an initial that follows a name.

→ *Example:* Joseph Jones, Ph.D.

QUESTION MARK



Use: at the end of a direct or indirect question.

→ *Example:* Did your relatives invite you to visit them this summer?

Use: to punctuate a short question within parentheses.

→ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

APOSTROPHE



Use: to show that one or more letters or numbers have been left out of a word to form a contraction.

→ *Examples:* do not = don't | I have = I've

Use: followed by an *s* is the possessive form of singular nouns.

→ *Example:* I clearly saw this young *man's* car run that stop sign.

Use: possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.

→ *Example:* bosses = bosses', children's

COLON



Use: after words

introducing a list, quotation, question, or example.

→ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework, and makeup.

SEMICOLON



Use: to join compound sentences that are not connected with a conjunction.

→ *Example:* It's elementary, my dear Watson; the butler is clearly responsible.

Use: to separate groups of words.

→ *Example:* I packed a toothbrush, deodorant, and perfume; jeans, a raincoat, and sweatshirts; and boots and tennis shoes.

QUOTATION MARKS



Use: to frame direct quotations in a sentence.

Only the exact words quoted are placed within the quotation marks.

→ *Example:* “I don't know,” she said, “if I will be able to afford the vacation.”

Use: to distinguish a word that is being discussed.

→ *Example:* Mr. Jones suggested I replace the word “always” with “often” in my theme.

Use: to indicate that a word is slang.

→ *Example:* Julie only bought that outfit to show that she's “with it.”

Use: to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books, and articles found in magazines, newspapers, and encyclopedias.

→ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

SINGLE QUOTATION MARK



Use: to punctuate a quotation within a quotation.

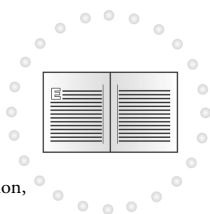
→ *Example:* “My favorite song is ‘I've Been Working on the Railroad,’ ” answered little Joey.

EXCLAMATION MARK



Use: to express strong feeling.

→ *Example:* Help! Help!



LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST

Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

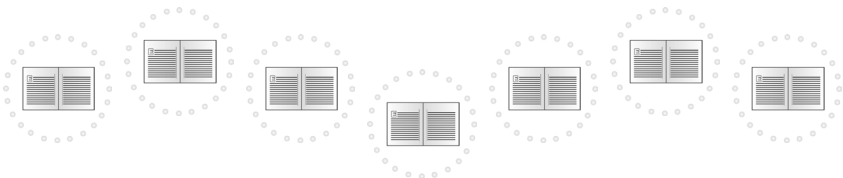
- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html . Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article . Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS

MLA style of documentation

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



SCIENCE *Periodic table of the elements*

1

1**
IA

2

IIA

3

IIIB

4

IVB

5

VB

6

VIB

7

VII B

8

VIII B

9

VIIIB

10

11

IB

12

II B

Atomic Number

47

Element Name

silver

Symbol

Ag

Atomic Mass

107.9

1

1

H

hydrogen

1.008

2

2

He

helium

4.003

3

3

Li

lithium

6.941(2)

4

4

Be

beryllium

9.012

5

5

B

boron

10.81

6

6

C

carbon

12.01

7

7

N

nitrogen

14.01

8

8

O

oxygen

16.00

9

9

F

fluorine

19.00

10

10

Ne

neon

19.00

11

11

Na

sodium

22.99

12

12

Mg

magnesium

24.31

13

13

Al

aluminum

26.98

14

14

Si

silicon

28.09

15

15

P

phosphorus

30.97

16

16

S

sulfur

32.07

17

17

Cl

chlorine

35.45

18

18

Ar

argon

39.95

19

19

K

potassium

39.10

20

20

Ca

calcium

40.08

21

21

Sc

scandium

44.96

22

22

Ti

titanium

47.87

23

23

V

vanadium

50.94

24

24

Cr

chromium

52.00

25

25

Mn

manganese

54.94

26

26

Fe

iron

55.85

27

27

Co

cobalt

58.93

28

28

Ni

nickel

58.69

29

29

Cu

copper

63.55

30

30

Zn

zinc

65.38(2)

31

31

Ga

gallium

69.72

32

32

Ge

germanium

72.63

33

33

As

arsenic

74.92

34

34

Se

selenium

78.97

35

35

Br

bromine

79.90

36

36

Kr

krypton

83.80

37

37

Rb

rubidium

85.47

38

38

Sr

strontium

87.62

39

39

Y

yttrium

88.91

40

40

Zr

zirconium

91.22

41

41

Nb

niobium

92.91

42

42

Mo

molybdenum

95.95

43

43

Tc

technetium

(97)

44

44

Ru

ruthenium

101.1

45

45

Rh

rhodium

102.9

46

46

Pd

palladium

106.4

47

47

Ag

silver

107.9

48

48

Cd

cadmium

112.4

49

49

In

indium

114.8

50

50

Sn

tin

118.7

51

51

Sb

antimony

121.8

52

52

Te

tellurium

127.6

53

53

I

iodine

126.9

54

54

Xe

xenon

131.3

55

55

Cs

cesium

132.9

56

56

Ba

barium

137.3

57-71

57-71

Lanthanoids

72

72

Hf

hafnium

178.5

73

73

Ta

tantalum

180.9

74

74

W

tungsten

183.8

75

75

Re

rhenium

186.2

76

76

Os

osmium

190.2

77

77

Ir

iridium

192.2

78

78

Pt

platinum

195.1

79

79

Au

gold

197.0

80

80

Hg

mercury

200.6

81

81

Tl

thallium

204.4

82

82

Pb

lead

207.2

83

83

Bi

bismuth

208.0

84

84

Po

polonium

(209)

85

85

At

astatine

(210)

86

86

Rn

radon

(222)

87

87

Fr

francium

(223)

88

88

Ra

radium

(226)

89-103

89-103

Actinoids

104

104

Rf

rutherfordium

(261)

105

105

Db

dubnium

(268)

106

106

Sg

seaborgium

(266)

107

107

Bh

bohrium

(270)

108

108

Hs

hassium

(269)

109

109

Mt

meitnerium

(277)

110

110

Ds

darmstadtium

(281)

111

111

Rg

roentgenium

(282)

112

112

Cn

copernicium

(285)

113

113

Nh

nihonium

(286)

114

114

Fl

flerovium

(290)

115

115

Mc

moscovium

(290)

116

116

Lv

livermorium

(293)

117

117

Ts

tennessine

(294)

118

118

Og

oganesson

(294)

1

1

H

hydrogen

1.008

2

2

He

helium

4.003

3

3

Li

lithium

6.941(2)

4

4

Be

beryllium

9.012

5

5

B

boron

10.81

6

6

C

carbon

12.01

7

7

N

nitrogen

14.01

8

8

O

oxygen

16.00

9

9

F

fluorine

19.00

10

10

Ne

neon

19.00

11

11

Na

sodium

22.99

12

12

Mg

magnesium

24.31

13

13

Al

aluminum

26.98

14

14

Si

silicon

28.09

15

15

P

phosphorus

30.97

16

16

S

sulfur

32.07

17

17

Cl

chlorine

35.45

18

18

Ar

argon

39.95

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19

K

potassium

39.10

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20

Ca

calcium

40.08

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21

Sc

scandium

44.96

22

22

Ti

titanium

47.87

23

23

V

vanadium

50.94

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24

Cr

chromium

52.00

25

25

Mn

manganese

54.94

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Fe

iron

55.85

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27

Co

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58.93

28

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Ni

nickel

58.69

29

29

Cu

copper

63.55

30

30

Zn

zinc

65.38(2)

31

31

Ga

gallium

69.72

32

32

Ge

germanium

72.63

33

33

As

arsenic

74.92

34

34

Se

selenium

78.97

35

35

Br

bromine

79.90

36

36

Kr

krypton

83.80

37

37

Rb

rubidium

85.47

38

38

Sr

strontium

87.62

39

39

Y

yttrium

88.91

40

40

Zr

zirconium

91.22

41

41

Nb

niobium

92.91

42

42

Mo

molybdenum

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Te

tellurium

127.6

53

53

I

iodine

126.9

54

54

Xe

xenon

131.3

55

55

Cs

cesium

132.9

56

56

Ba

barium

137.3

57-71

57-71

Lanthanoids

72

72

Hf

hafnium

178.5

73

73

Ta

tantalum

180.9

74

74

W

tungsten

183.8

75

75

Re

rhenium

186.2

76

76

Os

osmium

190.2

77

77

Ir

iridium

192.2

78

78

Pt

platinum

195.1

79

79

Au

gold

197.0

80

80

Hg

mercury

200.6

81

81

Tl

thallium

204.4

82

82

Pb

lead

207.2

83

83

Bi

bismuth

208.0

84

84

Po

polonium

(209)

85

85

At

astatine

(210)

86

86

Rn

radon

(222)

87

87

Fr

francium

(223)

88

88

Ra

radium

(226)

89-103

89-103

Actinoids

104

104

Rf

rutherfordium

(261)

105

105

Db

dubnium

(268)

106

106

Sg

seaborgium

(266)

107

107

Bh

bohrium

(270)

108

108

Hs

hassium

(269)

109

109

Mt

meitnerium

(277)

110

110

Ds

darmstadtium

(281)

111

111

Rg

roentgenium

(282)

112

112

Cn

copernicium

(285)

113

113

Nh

nihonium

(286)

114

114

Fl

flerovium

(290)

115

115

Mc

moscovium

(290)

116

116

Lv

livermorium

(293)

117

117

Ts

tennessine

(294)

118

118

Og

oganesson

(294)

1

1

H

hydrogen

1.008

2

2

He

helium

4.003

3

3

Li

lithium

6.941(2)

4

4

Be

beryllium

9.012

5

5

B

boron

10.81

6

6

C

carbon

12.01

7

7

N

nitrogen

14.01

8

8

O

oxygen

16.00

9

9

F

fluorine

19.00

10

10

Ne

neon

19.00

11

11

Na

sodium

22.99

12

12

Mg

magnesium

24.31

13

13

Al

aluminum

26.98

14

14

Si

silicon

28.09

15

15

P

phosphorus

30.97

16

16

S

sulfur

32.07

17

17

Cl

chlorine

35.45

18

18

Ar

argon

39.95

19

19

K

potassium

39.10

20

20

Ca

calcium

40.08

21

21

Sc

scandium

44.96

22

22

Ti

titanium

47.87

23

23

V

vanadium

50.94

24

24

Cr

chromium

52.00

25

25

Mn

manganese

54.94

26

26

Fe

iron

55.85

27

27

Co

cobalt

58.93

28

28

Ni

nickel

58.69

29

29

Cu

copper

63.55

30

30

Zn

zinc

65.38(2)

31

31

Ga

gallium

69.72

32

32

Ge

germanium

72.63

33

33

As

arsenic

74.92

34

34

Se

selenium

78.97

35

35

Br

bromine

79.90

36

36

Kr

krypton

83.80

37

37

Rb

rubidium

85.47

38

38

Sr

strontium

87.62

39

39

Y

yttrium

88.91

40

40

Zr

zirconium

91.22

41

41

Nb

niobium

92.91

42

42

Mo

molybdenum

95.95

43

43

Tc

technetium

(97)

44

44

Ru

ruthenium

101.1

45

45

Rh

rhodium

102.9

46

46

Pd

palladium

106.4

47

47

Ag

silver

107.9

48

48

Cd

cadmium

112.4

49

49

In

indium

114.8

50

50

Sn

tin

118.7

51

51

Sb

antimony

121.8

52

52

Te

tellurium

127.6

53

53

I

iodine

126.9

54

54

Xe

xenon

131.3

55

55

Cs

cesium

132.9

56

56

Ba

barium

137.3

57-71

57-71

Lanthanoids

72

72

Hf

hafnium

178.5

73

73

Ta

tantalum

180.9

74

74

W

tungsten

183.8

75

75

Re

rhenium

186.2

76

76

Os

osmium

190.2

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thallium

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(261)

105

105

Db

dubnium

(268)

106

106

Sg

seaborgium

(266)

107

107

Bh

bohrium

(270)

108

108

Hs

hassium

(269)

109

109

Mt

meitnerium

(277)

110

110

Ds

darmstadtium

(281)

111

111

Rg

roentgenium

(282)

112

112

Cn

copernicium

(285)

113

113

Nh

nihonium

(286)

114

114

Fl

flerovium

(290)

115

115

Mc

moscovium

(290)

116

116

Lv

livermorium

(293)

117

117

Ts

tennessine

(294)

118

118

Og</

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century. (†) indicates the mass number of the longest-lived isotope.

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

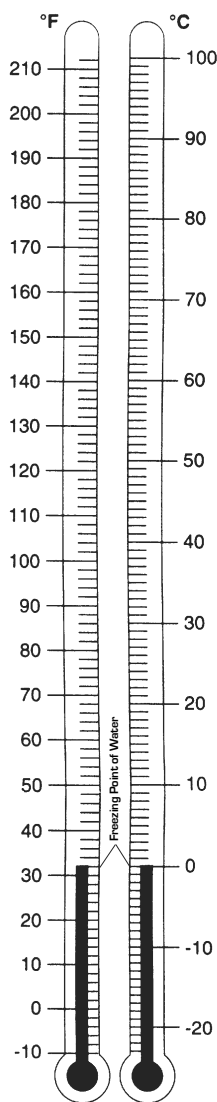
SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	0.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	0.23	pound-force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:

subtract 32,
then multiply by 5
and divide by 9.

Celsius to Fahrenheit:

multiply by 9,
divide by 5,
then add 32.

MATHEMATICS *algebra & mathematical symbols*

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d) = ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab = ab(a+1)(a-1)$
- {11} $a^2-2ab+b^2 = (a-b)^2$
- {12} $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^r a^s = a^{r+s}$
- {2} $a^r / a^s = a^{r-s}$
- {3} $a^r a^s / a^p = a^{r+s-p}$
- {4} $(a^r)^s = a^{rs}$
- {5} $(ab)^r = a^r b^r$
- {6} $(a/b)^r = a^r / b^r$ ($b \neq 0$)
- {7} $a^0 = 1$ ($a \neq 0$)
- {8} $a^{-r} = 1/a^r$ ($a \neq 0$)

if r and s are positive integers

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- {2} $\text{Log } x^r = r \text{Log } x$
- {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
- {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
- {6} $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

$$e = 2.71828183$$

Quadratic Formula

When given a formula in the form of a quadratic equation \rightarrow

$$ax^2+bx+c=0$$

The solution can be derived using the quadratic formula \rightarrow

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MATHEMATICAL SYMBOLS

+	plus	>	greater than	○	circle
−	minus	<	less than	⌒	arc of circle
±	plus or minus	≥	greater than or equal to	□	square
×	multiplied by	≤	less than or equal to	▭	rectangle
÷	divided by	∞	infinity	▭	parallelogram
=	equal to	:	is to (ratio)	△	triangle
≠	not equal to	::	as (proportion)	∠	angle
≈	nearly equal to	π	pi (−3.14159)	⊥	right angle
\sqrt{x}	square root of x	∴	therefore	⊥	perpendicular
$\sqrt[n]{x}$	--- root of x	∵	because		parallel
%	percentage	x	absolute value of x	°	degrees
Σ	sum of	...	and so on	'	minutes

MATHEMATICS *fractions & percentages & multiplication table*

FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	16.7%
1/7	=	0.142	=	14.2%
1/8	=	0.125	=	12.5%
1/9	=	0.111	=	11.1%
1/10	=	0.1	=	10%
1/11	=	0.091	=	9.1%
1/12	=	0.083	=	8.3%

WORKING WITH FRACTIONS

The top number of a fraction is called the **numerator**.

The bottom number of a fraction is called the **denominator**.



To multiply:

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

To divide, multiply the first fraction with the reciprocal of the other:

$$\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = \frac{12}{3} = 4$$

To add or subtract, first find the common denominator:

$$\frac{1}{3} + \frac{2}{5} = \left(\frac{1 \times 5}{3 \times 5} \right) + \left(\frac{2 \times 3}{5 \times 3} \right) = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$$

MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400