

Ontario Middle School

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2017-18

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Welcome to Ontario Middle School! We are looking forward to an exciting and successful year with you. This handbook has been prepared to help you become familiar with OMS. It contains information about our services, policies and rules. We believe knowing what is expected will set students up to succeed. We encourage parents and students to read this handbook together. The two years in middle school are very important years of your life. Our goal is for you to learn, grow and achieve as much as possible in your time at OMS, and we will do everything we can to support you. We hope you will take pride in what you do, work cooperatively with the staff and other students and always do your best. With a commitment to these goals, you will have a successful middle school experience and reach your highest potential.

-Ontario Middle School Staff

District Mission Statement

All students will be equipped with the skills for lifelong learning and graduate as responsible adults equipped for college or career.

Daily Schedule

Normal school hours are from 7:30 a.m. to 3:15 p.m. The Discovery Building opens at 7:30 a.m. to serve breakfast. Other buildings open at 7:44 a.m. Students need to leave campus by 3 p.m., if not in a classroom or involved in an after-school program or co-curricular activity.

Ontario School District 2017-2018 Calendar

First Day of School	August 18
Labor Day (No School).....	September 4
P/T Conferences	September 27
P/T Conferences (No School)	September 28
No School-Non Contract Day.....	September 29
Staff Development Day	October 6
End of First Quarter.....	October 19
Teacher Work Day (No School)	October 20
Veterans Day (No School)	November 10
Thanksgiving Break	November 22-23-24
Winter Break	December 18-January 1
School Reconvenes	January 2
End of Second Quarter	January 11
Teacher Work Day (No School)	January 12
Martin Luther King Day (No School) ...	January 15
P/T Conferences	February 14
P/Conferences (No School)	February 15
No School-Non Contract Day.....	February 16
President's Day (No School).....	February 19
End of Third Quarter	March 22
Teacher Work Day (No School)	March 23
Spring Break (No School)	March 26-30

Staff Development Day (No School).....	April 6
Last Day for Seniors	May 24
Memorial Day (No School).....	May 28
High School Graduation.....	May 31
End of Fourth Quarter	May 31
Last Day of School (Half Day)	May 31
Teacher Work Day.....	June 1

1 hour late start will be every Wednesday

Academics

Academic growth and development are primary goals for the students in our school. We strive to provide a climate that will foster and enrich each child's needs and desire for learning. Every student in Ontario School District will be given equal opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location. The superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues (*Reference Board Policies IA and JB*).

Assessments

All OMS students will participate in assessments designed to measure their academic growth. **Eighth-grade** students will take the Oregon Statewide Assessment in Science, as well as the Smarter Balanced Assessment for Language Arts and Math. **Seventh-grade** students will take the Smarter Balanced Assessment for Language Arts and Math.

Electronic Communications Policy

Ontario Middle School's electronic communications system for parents is called FamilyLink. The system will be used for educational purposes only. Parents are able to access their child's grades, attendance, etc. through this system.

OMS students will have access to the Internet through district networked computers. **Parents may specifically request that their child(ren) not be provided such access by notifying OMS in writing.**

The district may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. The superintendent may restrict student and staff accessibility to only information deemed to be most applicable to the curricular needs of the district (*Reference Board Policy IIBGA*).

Student Records

Parents have the right to inspect their student's education records. Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Education records are maintained in a secure place in the OMS office. Personnel having access to student records shall not violate the confidentiality of those records. 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. Personally identifiable information shall not be disclosed without parent authorization or as otherwise provided by board policy and law. (Reference Board Policies JO, JOA and JOB).

Withdrawal from School

Parents must notify the office if a student leaves to attend another school or to be home schooled. Students will be given a withdrawal form to take to each of their teachers and to the librarian. Students should return all books and pay any outstanding fines before they leave. Exit grades will be forwarded to the next school the student attends. OMS will transfer originals of all requested student education records, including any special education records, relating to a particular student to the new school when a request to transfer such records is made by the school. The transfer will be made no later than 10 days after receipt of the request (Reference Board Policy JECE).

Awards and Honors

Grade level teachers will select Students of the Month throughout the school year. Those students will be recognized at an assembly. The school board also recognizes students throughout the year.

Textbooks/Library Books

Textbooks are provided for all students. If an item receives more than normal usage, a fine will be assessed. If an item is lost, the student will pay for its replacement. If the lost item is found, students should notify the office and a refund for the value will be issued. Fines must be paid quarterly. If fines are not paid, students will not be allowed to participate in extra-curricular activities and grades will not be mailed home. All fees transfer to Ontario High School when students leave Ontario Middle School.

RECORDS

Statement of Nondiscrimination

Ontario School District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other person with whom the individual associates. The individuals to contact in accordance with Title III, Title 1C, Title VI, Title VIII, Title IX and other civil rights or discrimination issues: Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) are listed below.

Superintendent Nicole Albisu (541) 889-5374

- Title IX
- Civil Rights
- Title VII
- Discrimination Issues

Melissa Williams (541) 889-5374

- Section 504
- ADA
- Title VI

Anabel Ortiz-Chavolla (541) 889 5374

- Title III
- Title 1C

Notice for Directory Information

The Family Educational Rights and Privacy Act, a federal law, requires that Ontario School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Ontario School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual/yearbook
- Honor roll or other recognition lists
- School district Web sites
- Graduation programs
- Sports activity sheets (such as for wrestling, showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA against disclosing their student's information without their prior written consent.

If you do not want Ontario School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of registration.

Ontario School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams;
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

Parent Rights Regarding Student Records

This is to inform you that you have significant rights regarding your student's school records. For example, you have the right to inspect all the records regarding your student and to request copies of the records.

You also have the right to ask for assistance in interpreting the records (*A complete definition of these rights can be found in Appendix A*).

Notification of Rights for Elementary and Secondary Schools

The Federal Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records (*A complete list of these rights can be found in Appendix A*).

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.

ATTENDANCE

Absences

All students are expected to attend school regularly. The office requires a note with parent signature when a student returns to school, stating the reason for the absence. Excused absences as defined by law are for illness, school functions, death in the family and family emergencies (*Reference Board Policy JED*).

Truancy

A student who is absent from school or from any class without permission will be considered truant. Appropriate consequences for truancy may include detention, suspension and/or expulsion (*Reference Board Policy JEDA*).

Excessive Absences

ORS 339.065(1) defines excessive absence and irregular attendance as eight half-day absences in any four-week period. Therefore, any student having four absences during any one four-week period may be subject to disciplinary action.

Any parent who fails to send a student to school the next day after notification by the district that their student is not complying with the compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C infraction of the law and is punishable by a court imposed fine of up to \$160. The district will notify the parent in writing, in accordance with the law.

The written notice (in the native language of the parent) will include the following: The superintendent or the designees has the authority to enforce the provision of the compulsory attendance laws

- Failure to send a student to school is a class C infraction
- Citation may be issued by the court in the amount of a \$160 fine
- A conference with the parent and student is required.

Additionally, a parent or guardian or other person lawfully charged with the care or custody of a student under 15 years of age may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Violations, as determined by the court, may be punishable

by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$1,000 (*Reference Board Policy JEA-AR*).

Tardies

All students are expected to be on time, in their classes and prepared to work when the tardy bell rings. Administration may determine consequences for excessive tardies.

Saturday School

Students will receive Saturday School for multiple tardies. Saturday school will take place from 8:30-11:30. Students will report to the school's main entrance at 8:25. Parents will be notified the week that their child is to serve.

Make-up Work

Students are expected to complete work missed as a result of absences or participation in extra-curricular activities. The student will make arrangements with each teacher to complete make-up work as soon as possible. Students who have been absent for two or more days may request make-up assignments to be collected. Please contact the office at 889-5377 to make the request. Assignments can be picked up after 24 hours of the request.

HEALTH INFORMATION

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted.

These diseases include, but are not limited to, chicken pox, diphtheria, measles, meningitis, mumps, lice infestation, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis.

A student with certain restrictable diseases is not allowed to come to school while the disease is contagious.

Questions may be directed to school administration (*Reference Board Policy JHCC*).

Head Lice

Students suspected of having head lice will have their hair checked by designated staff in an environment free of observation from fellow students. Consideration for the dignity of each student will be maintained at all times.

Students found with live lice will be excluded from school. Students will be readmitted after assessment by designated personnel to confirm

no live lice are present.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate of statement that, for medical or religious reasons, the student should not be immunized.

Proof of immunization may be personal records from a licensed physician or public health clinic (*Reference Board Policies JEC and JHCB*).

Student Medication

The school is not permitted to dispense medication without written permission of the parent or guardian. (This includes aspirin, cold medication, etc.) Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the name of the student, name of the medication, dosage, method of administration (i.e. pills, liquids or syringes), frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions from the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the school is to be brought to school by the parent 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 school.

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self-administer medication. A medical protocol regarding each student who self-administers medication will be developed, signed by a physician or other licensed health care professional and kept on file. Permission for self-administered medication may be revoked at any time if the student violates policy or medical protocol. (*Reference Board Policy JHCD*).

Counseling Services

Individual and small group counseling is available through the counselor at OMS. Our trained counselor can assist students in making personal and educational adjustments to OMS. If a student needs assistance in this area, an appointment may be made with the school counselor.

Any personal emergency that may arise will be handled immediately.

SCHOOL RULES/ STUDENT CODE OF CONDUCT

OMS has adopted the Positive Behavioral

Interventions and Supports (PBIS) system for encouraging proper student behavior. PBIS encourages positive behavior by recognizing students when they are demonstrating safe, responsible and respectful behavior.

The basic rules governing student behavior at all times at OMS are:

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful.**

On Campus During Non-school Hours

Students are subject to school rules any time they are on campus. During non-school hours students will be asked to leave campus for inappropriate conduct. Students need to be with a supervising staff member after school hours. Students are subject to trespassing citations for failure to follow these rules.

School Buses

- Walk to the bus area in an orderly fashion.
- Line up and board the bus quietly.
- Follow directions of the bus driver.
- Follow all bus rules as posted on the bus.

Misbehavior on the bus will result in disciplinary action, including possible loss of privileges for a specified period of time.

Gum

OMS is a gum-free campus. Students who chew gum will be asked to throw it away. Further gum use will result in consequences.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. In keeping with the goals of Ontario School District, it is the aim of OMS to teach students to be responsible members of our democratic society. This instruction includes informing students of their rights as members of the school community, as well as teaching them the responsibilities that accompany their rights. The following rights and responsibilities apply to all OMS students during the school day and at any school sponsored activity.

Assembly of Students

Students have the right to gather both formally and informally on school property. Formal gatherings shall be cleared in advance in the

school office and shall follow procedures outlined for student meetings. Informal student gatherings shall not disrupt normal class activities, incite hazard to persons or property or infringe upon the rights of others to pursue their activities (*Reference Board Policies IB and JFI*).

Fair Treatment

All students shall be protected from arbitrary and unreasonable decisions. Students shall be apprised of the school rules and procedures by which schools are governed and the process by which discipline may be involved. Decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations (*Authority: OAR 581-21-060 and OAR 581-21-075*).
Freedom of Expression

Students are entitled to express their personal opinions through written, spoken and symbolic expression under reasonable circumstances. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of profane or obscene language or materials and threats of harm to persons or property are prohibited. Vulgar or suggestive slogans, pictures or emblems are not acceptable. Clothing which is immodest, bizarre or disruptive to the educational climate is considered inappropriate. Clothing which promotes tobacco, alcohol or other drugs is not permitted.

Search and Seizure & Questioning

Students may be assured that the rights of the individual shall always be balanced with the needs of the school. District officials may search the student, his/her personal property and property assigned by the school for the student's use at any time while on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, board policy, administrative regulations or the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional

materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized.

Students may be questioned by Law Enforcement under the control of district staff. Effort will be made to inform the parent or guardian of the questioning except in instances when the parent or guardian, are the subject of investigation. When possible, an administrator will be present during questioning. Interviews shall take place in a private manner which causes the least possible disruption to the learning environment (*Reference Board Policy JFG*).

Complaint Procedure

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the board. Board decisions are final. Ontario School District maintains complaint procedures for discrimination, instructional materials and sexual harassment.

Copies of these complaint procedures may be obtained from the office (*Reference Board Policy JBA, JFH*).

BEHAVIOR RESULTING IN DISCIPLINARY ACTION

Conduct Subject to Discipline

Students shall comply with the rule for government of schools, pursue the prescribed course of study and shall submit to the lawful authority of all staff members (*Reference Board Policy JFC and OAR 581-21-055*). Oregon law says it is the student's duty to comply with rules, discipline, suspension, expulsion, removal and counseling.

- (4)(a) Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher's authority or use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

The follow types of conduct are examples, but

are not limited to the types of conduct that shall make the student liable for discipline, suspension or expulsion and possible citation from law enforcement officials:

- Theft
- Disruption of school
- Damage or destruction of school property
- Damage or destruction of private property on school premises or during a school activity
- Assault or threats of harm
- Unauthorized use of weapons or dangerous instruments
- Unlawful use of drugs, narcotics or alcoholic beverages
- Use or possession of tobacco on or near school grounds or at a school-sponsored function
- Persistent failure to comply with the rules and lawful directions of teachers or school officials
- Failure to comply with the compulsory attendance laws for the State of Oregon.

Gang-Related Behavior/ Secret Society Activity

Membership in gangs and/or secret societies or other clubs not sponsored by the district are strictly prohibited.

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 hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which indicates or implies membership or affiliation with such a group.

Students are not to make signs, wear items of clothing or accessories, or display materials, etc., relating to gangs. Examples include: hats, bandanas, personal items with markings, symbols or writing; flying "colors," or dressing in a single color or style, including "sagging" pants or not fastening both suspenders. Numbers and symbols associated with gangs are not permitted on clothing. Students may be asked to call parents to bring appropriate clothing or be loaned something to be worn for the day. Students who fail to comply will be subject to disciplinary action. Items will be subject to confiscation.

Students in violation of the district's Secret Societies/Gang Activity policy will be subject to

discipline in accordance with the discipline policy (*Reference Board Policies JFCE, JFCEA*).

Hazing, Harassment, Menacing

- Zero Tolerance

All students are expected to treat one another with dignity and respect. We take a zero tolerance approach to: hazing, harassment, menacing, intimidation or any act that injures, degrades or disgraces a student or staff member.

Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion and/or referral to law enforcement officials (*Reference Board Policy JFCF*).

Physical Altercations

- Zero Tolerance

The safety of our students and staff is of utmost importance at OMS. While occasional conflict is a normal part of living and working with people, we must find ways to resolve conflict without resorting to physical means.

For the safety and well-being of all, we take a firm position of ZERO TOLERANCE for physical altercations. Students who willingly participate in physical altercations will be subject to immediate arrest and/or suspension from school (*Ontario Board Policy JGD*).

Threats of Violence

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy (*Ontario Board Policy JFCM*).

Tobacco, Alcohol and Other Drugs

To ensure the highest possible standards of learning, safety, health and well-being, Ontario School District endorses a substance abuse policy that includes prevention, intervention, discipline and aftercare.

OMS believes students have the right to attend

school in an environment free of tobacco, alcohol and other drugs. Consequently, students are not to possess, sell or use tobacco, alcohol, unauthorized medication, drugs, or drug-related paraphernalia, on or near school property or at any school sponsored activity. They shall not be under the influence of alcohol or other drugs, or in possession of tobacco, on school premises or at any school sponsored activity, or while being transported on district-provided transportation.

Students who are in possession of tobacco will be referred to law enforcement for violation of the state tobacco law and will be subject to discipline.

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school, or prior to or during, a school sponsored event. If a student refuses, he/she may be subject to school discipline and or referral to law enforcement officials. Students who violate the policy regarding alcohol and other drugs will be referred to law enforcement for violation of state and federal law, and will be suspended from school for seven calendar days, with a recommendation for expulsion pending. If an assessment is completed by an approved third party at the parent/guardian's expense, and the results made available to the principal within seven days, the student may be readmitted after the period of suspension. However, the student and parent/guardian must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parent/guardian refuses to agree to the evaluation and/or treatment, if advised, a recommendation for expulsion shall be carried out. A complete copy of this policy is available in the office. Parents are encouraged to contact the counseling office for information of district and community resources.

***In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine. The definition of an unlawful drug is any drug not prescribed by a licensed medical practitioner for the person in possession. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both** (*Reference Board Policies JFCG, JFCI and JFCH*).

Weapons - Zero Tolerance

Weapons and replicas of weapons are forbidden on school property. "Dangerous weapon" means any weapon, device,

instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious personal injury.

Weapons may include, but not be limited to firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will result in immediate suspension and be reported to the student's parents and to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons to school will be expelled for a period of not less than one year.

The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may request suspension of driving privileges from a student expelled for bringing a weapon to school. Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Students are reminded that pocket knives are not allowed. Discipline will be handled through the district weapons policy (*Reference Board Policy JFCJ*).

Disciplinary Action

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 decision of staff and administrators. Teaching and learning are the primary responsibilities at OMS. It is important that the students' right to learn and the teachers' right to teach are respected. Appropriate steps will be taken to correct any behavior that interferes with these rights.

All students are expected to demonstrate responsible behavior on the school grounds and at all school activities.

At various times, teachers, administrators, instructional assistants, secretaries, custodians and cooks may supervise or direct various activities. Students are expected to follow instructions and directions given by all staff members.

Failure to comply with staff instructions will result in disciplinary actions. Just as teachers exercise discretion in administering classroom discipline to balance individual and group

needs, administrators exercise prerogatives involving disciplinary measures to maintain a school climate conducive to learning and assuring safety of life and property.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. Consequences for breaking classroom and/or school rules will include, but are not limited to: detention, school service, in-school suspension, out-of-school suspension, restitution and expulsion.

Counseling and/or mediation are used to resolve conflict whenever possible. A discipline ladder will be maintained for every student to assist with managing discipline on an individual level.

Fighting, threats, assaults, possession and/or use of weapons or violation of district policy regarding substance abuse will result in suspension, expulsion and/or police involvement. Where violations of the law are involved, law enforcement agencies will be notified. A Student Resource Officer is on duty at OMS.

Students Rights in Disciplinary Actions

- All pupils will be given a copy of the Student Code of conduct and Student Rights and Responsibilities.
- Staff complaints: students should hear directly from the staff member the specific complaints or descriptions of unacceptable behavior, when the student so desires.
- Student complaints: in recognition of the special jeopardy in which student witnesses may be placed, a complaining student may not be required to face the accused, nor have his/her identity revealed.

This decision will be left to the building administrator. The building administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts/testimony.

School Service Detention

- A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct.
- School Service hours at OMS are 2:45 p.m. to 3:15 p.m. and students will remain under the supervision of staff members during this time.

For all after-school service hours, efforts shall be made to ensure student's parents have been notified of the reason for school service and can make arrangements for the student's transportation on the day(s) of detention
(*Refe*)

Suspension

- An opportunity for the student to present his/her view of the alleged misconduct will be given.
- Each suspension will include a specification of the reason(s) for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.
- No suspensions shall exceed 10 school days, except as defined under OAR 581-21-065.
- The district may require a student to attend school during non-school hours as an alternative to suspension.

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. (*Reference Board Policies JGD, JGEA*).

Expulsion

- A student may be expelled for severe or repeated violations of the Student Code of Conduct.
- No student may be expelled without a hearing unless the student's parent 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.
- While under expulsion, 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.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law (alternative education programs found on page 3 of the handbook) (*Reference Board Policies JGE, JGEA*).

Discipline of Students on Individualized Education Programs

A student being served by an Individualized

Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student's Code of Conduct.

When a student on an Individualized Education Plan (IEP) is suspended more than 10 consecutive school days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified 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 (*Reference Board Policy JGDA/JGEA*).

GENERAL INFORMATION

Backpacks

Backpacks/book bags must be left in lockers during school hours.

Bicycles/Skateboards

Students riding bicycles to school are to park their bikes in the designated area. Although the school will make every effort to safeguard students' property, the school will not assume financial responsibility for stolen or damaged bicycles. Students are advised to lock their bicycles when parked at school. It is recommended that bicycles be registered with the police department in case of theft. Skateboards are to be stored in the office during school hours.

Breakfast and Lunch

Breakfast and lunch are served at OMS.

Breakfast is served at 7:30 am.

Breakfast and lunch is free of charge to all students.

Personal Communication Devices and Social Media: Cell

Phones/Pagers/Beepers

Students may be allowed to use and possess personal communication devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school or classroom rules and subject to the following:

1. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates school rules.

2. Devices shall be turned on and operated **only before and after the regular school day.**

Personal communication devices may be used during the **student's lunch break** for talking or texting only.

3. At no time will any personal communication device which allows for a wireless, unfiltered connection to the Internet be allowed to be used for such purposes while on district property or while the student is engaged in school-sponsored activities.

4. **Cellular telephones which have the capability to take “photographs” or “moving pictures” shall not be used for such purposes while on district property or at school-sponsored events.**

5. The district shall not be responsible for loss, theft or damage to personal communication devices.

6. **Personal communication devices must not be displayed in plain view during prohibited times of use.**

7. Personal communication devices may be used as electronic study aids during the school day **if provided as a part of a student’s individualized education plan (IEP), or if permission is received from the student’s teacher.**

8. The use of personal communication devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited.

9. The use of personal communication devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited.

10. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal communication devices.

11. Personal communication devices used in violation of school rules will be confiscated. Parents may be required to pick the device up.

12. Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

(Reference Board Policy JFCEB-AR).

Closed Campus Policy

Students are to remain on the school grounds from the time they arrive until their regular dismissal time at the end of the school day. This includes lunch time with the following exception: to go to and from home for lunch as requested in writing by the student’s parent. Applications for lunch passes are available in the office. Students who need to leave the campus during the school day **must check out through the office.** Students will only be allowed to leave with parental permission. **Parents must pick up their student from the**

office. In the interest of safety and security, **students will be released only to parent(s) or a legal guardian or those listed by the parent at registration.** For example, students are not allowed to leave campus with the parent of a friend.

When arriving on campus after school begins, students must check in through the office before going to class (*Reference Board Policies JEDB and JHFA*).

Deliveries, Messages and Gifts

To insure that students’ instructional time is free of interruption, we discourage parents from sending messages, gifts and other items to be delivered to students at school.

If a student must have a delivery, items must be clearly labeled with the student’s full name. Students will be notified at the end of the day through announcements.

Distribution of Material

All aspects of school-sponsored publications, including 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 (*Reference Board Policy IGDB*).

Extra-Curricular Activities

There are scheduled extra-curricular activities at various times during the school year. Some of those activities are:

- SMILE Club
- Student Government
- Cross Country
- Football
- Volleyball
- Basketball
- Wrestling
- Track
- Tennis

Fees

The following fees are payable at the time of registration:

- Locker Fee.....\$5
- Annuals/yearbooks (optional).....\$20
- Lab/ project fees for specific classes.....\$5

Fund-raising

The principal may give permission to students to raise funds when the money received goes toward student activities and when the funds will be expended to benefit students. Fund-raising will not be allowed for individual benefit (*Reference Board Policy JL*). *Students are not allowed to sell food items during school hours.*

Insurance

OMS makes group accident and dental insurance available to all students. Students

and parents are urged to read the conditions of the insurance before purchasing a policy. Students participating in athletics are required to have accident insurance, through a private policy or school insurance.

Ipods, MP3 Players, and Other Personal Music Players

Ipods, MP3 Players, and all other personal music players are **NOT** allowed to be used at **ANY TIME** during the school day. The school district is not responsible for the loss or damage to any such device.

Lockers

Lockers are provided for the convenience of students. Each student will be issued locks, equipment, etc., and is responsible for those items.

Lockers are the property of the school, and the school retains the right to inspect lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present. Lockers are assigned to students and are to be kept clean and orderly. Students are expected to use their assigned lockers throughout the school year. Students are not allowed to share lockers with friends. Students will be assessed charges for locker damage.

Valuables left in lockers are done so at the student's own risk.

Lost and Found

The Lost and Found is located in the main office. Unclaimed articles from the Lost and Found will be donated to charitable organizations.

Off-campus Behavior

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

Posters and Announcements

Posters and announcements may be posted in various places on campus. They must have office approval before they are displayed and they must be removed after the event.

Physical Education Uniform

Appropriate physical education apparel includes T-shirts or sweatshirts with no hood and shorts or sweats. T-shirts should be short-sleeve crew necks in solid white, black, maroon or solid gray. Only Ontario logos will be permitted. Shorts or sweat pants should be athletic or P.E. in solid gray, solid black, or maroon. They may have stripes of school color. Athletic shoes required.

Public Displays of Affection

Public displays of affection are inappropriate during school hours. Such displays detract from a positive academic atmosphere. Kissing and other physical displays are not appropriate at school.

Failure to follow these guidelines may result in disciplinary action.

Student Use of School Phones

The school phones are for business and emergency use only. Students may ask to use school phones to make contact with parents/guardians.

Uniform Policy/Dress Code

The Ontario School District Board adopted a school uniform policy in the 2007-2008 school year. All OMS students are required to follow this policy. Questions regarding the policy should be directed to school administration.

- Coaches may require a particular dress code, in addition to the school uniform, in order for students to participate in extra-curricular activities.
- Music instructors may require a particular dress code, in addition to the school uniform, in order for students to participate in musical performances.
- Chronic uniform violations will result in students receiving an office referral and related consequences.

Visitors

All visitors to OMS must have office approval. Parents or other visitors must check in at the office to receive a visitor's pass when they arrive, and check out before they leave. Student visitors are not allowed.

Notification of Rights for Elementary and Secondary Schools

The Federal Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or a school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask

the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Parent Rights Regarding Student Records

This is to inform you that you have significant rights regarding your student's school records. For example, you have the right to inspect all the records regarding your student and to request

copies of the records. You also have the right to ask for assistance in interpreting the records. In fact, Oregon law requires that certain student records be released to anyone only in the presence of someone who is qualified to interpret the records. Your request to review your student's records must be granted within 45 days. In practice, school personnel will attempt to comply with your request promptly. Access to your student's records will always be granted prior to any Individualized Educational Plan meeting or hearing relating to identification, evaluation or placement of your child. If your child has a disability, you also have the right to have a representative inspect and review the records. Parents of disabled students may also request a list of the types and location of educational records collected, maintained or used by the district.

If, after inspecting the records, you believe there is reasonable cause to believe the records are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you may request that an amendment be made in the student's education records. If the district declines the request to amend the records, you have the right to request a hearing before an impartial hearings' officer. If the decision of the hearings' officer supports the district's position that the records are not inaccurate, misleading or otherwise in violation of the privacy rights of the student, then you have the right to place a statement in the records regarding this information or setting forth reasons for disagreeing with the decision of the district. Any such explanation is maintained as part of the record as long as the record or contested portion is maintained. If your student has a disability, you have additional rights. For example, you have the right to refuse consent for the disclosure of personally identifiable information to anyone other than school officials or individuals acting in an official capacity for the district. Further, you have the right to refuse consent for the use of personally

identifiable information for any purpose other than identification, pre-placement or an annual evaluation, IEP, education placement or the provision of a free appropriate public education. Finally, you have the right to request the destruction of personally identifiable information related to the disabilities when it is determined that such information is no longer needed to provide educational services to the student. The main portion of the permanent record must, of course, be retained indefinitely.

These rights are shared with you, first, because you have a right to know. Second, the education of your child is of critical importance and we invite you to join us in working for his or her benefit.

Student Responsibilities

ORS 339.250 defines student responsibilities as the duty of student to comply with rules; discipline, suspension, expulsion, removal and counseling; written information on alternative

programs required.

(1) Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.

(2) Pursuant to the written policies of a district school board, an individual who is a teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property. The district school board shall adopt written policies to implement this subsection and shall inform such individuals of the existence and content of these policies.

(3) The district school board may authorize the discipline, suspension or expulsion of any refractory student and may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student. As used in this subsection "menace" means by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.

(4)(a) Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher's authority or use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

(b) District school boards shall develop policies on managing students who threaten violence or harm in public schools. The policies adopted by a school district shall include staff reporting methods and shall require an administrator to consider:

(A) Immediately removing from the classroom any student who has threatened to injure another person or to severely damage school property.

(B) Placing the student in a setting where the behavior will receive immediate attention, including but not limited to, the office of the school principal, vice principal, assistant principal or counselor or a school psychologist licensed by the Teacher Standards and Practices Commission or the office of any licensed mental health professional.

(C) Requiring the student to be evaluated by a licensed mental health professional before

allowing the student to return to the classroom setting.

(c) The administrator shall notify the parent or legal guardian of the student's behavior and the school's response.

(d) District school boards may enter into contracts with licensed mental health professionals to perform the evaluations required under paragraph (b) of this subsection.

(e) District school boards shall allocate any funds necessary for school districts to implement the policies adopted under paragraph (b) of this subsection.

(4) Expulsion of a student shall not extend beyond one calendar year and suspension shall not extend beyond 10 school days.

(6)(a) Notwithstanding subsection (5) of this section, a school district shall have a policy that requires the expulsion from school for a period of not less than one year of any student who is determined to have:

(A) Brought a weapon to a school, to school property under the jurisdiction of the district or to an activity under the jurisdiction of the school district;

(B) Possessed, concealed or used a weapon in a school or on school property or at an activity under the jurisdiction of the district; or

(C) Brought to or possessed, concealed or used a weapon at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430.

(b) The policy shall allow an exception for courses, programs and activities approved by the school district that are conducted on school property, including but not limited to hunter safety courses, Reserve Officer Training Corps programs, weapons-related sports or weapons-related vocational courses. In addition, the State Board of Education may adopt by rule additional exceptions to be included in school district policies.

(c) The policy shall allow a superintendent to modify the expulsion requirement for a student on a case-by-case basis.

(d) The policy shall require a referral to the appropriate law enforcement agency of any student who is expelled under this subsection.

(e) For purposes of this subsection, "weapon" includes:

(A) "Firearm" as defined in 18 U.S.C. 921;

(B) "Dangerous weapon" as defined in ORS 161.015; or

(C) "Deadly weapon" as defined in ORS 161.015.

(7) The Department of Education shall collect data on any expulsions required pursuant to

subsection (6) of this section including:

- (a) The name of each school;
- (b) The number of students expelled from each school; and
- (c) The types of weapons involved.

(8) Notwithstanding ORS 336.010, a school district may require a student to attend school during nonschool hours as an alternative to suspension.

(9) Unless a student is under expulsion for an offense that constitutes a violation of a school district policy adopted pursuant to subsection (6) of this section, a school district board shall consider and propose to the student prior to expulsion or leaving school, and document to the parent, legal guardian or person in parental relationship, alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student in the following circumstances:

- (a) When a student is expelled pursuant to subsection (4) of this section;
- (b) Following a second or subsequent occurrence within any three-year period of a severe disciplinary problem with a student;
- (c) When it has been determined that a student's attendance pattern is so erratic that the student is not benefiting from the educational program; or
- (d) When a parent or legal guardian applies for a student's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030 (2).

(10) A school district board may consider and propose to a student who is under expulsion or to a student prior to expulsion for an offense that constitutes a violation of a school district policy adopted pursuant to subsection (6) of this section, and document to the parent, legal guardian or person in parental relationship, alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student.

(11) Information on alternative programs provided under subsections (9) and (10) of this section shall be in writing. The information need not be given to the student and the parent, guardian or person in parental relationship more often than once every six months unless the information has changed because of the availability of new programs.

(12)(a) The authority to discipline a student does not authorize the infliction of corporal punishment. Every resolution, bylaw, rule, ordinance or other act of a district school board, a public charter school or the Department of Education that permits or authorizes the infliction of corporal punishment upon a student is void and unenforceable.

(b) As used in this subsection, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a student.

OMS CO-CURRICULAR PARTICIPATION AGREEMENT

At OMS we encourage **everyone** to participate in co-curricular activities. The following is an agreement between Ontario School District and any student who participates in any co-curricular sport, organization, program, or activity. Students are covered under the policy until they sign for the following year. Review of the agreement is important prior to signing for both students and parents. Participation in Ontario School District's co-curricular programs is a **privilege not a right**. Co-curricular participants are a select group of youth who represent the district's students. Students in co-curricular programs are ambassadors of Ontario School District; many see their actions and behaviors. Co-curricular participants must therefore understand the expectations for their conduct, as well as the consequences for violation of the standards set forth in this agreement.

ATTENDANCE/PRACTICE RESPONSIBILITIES

1. Student participants must attend a full day of school on days of practice, games, or events.
(Written excuses from a doctor/dentist for appointments will be accepted)
2. The student or parent must inform his/her coach **beforehand** if a practice is to be missed.
3. If a student skips practice, the parent will be contacted by the coach or advisor within 24 hours, and the student will not be allowed to participate in the next scheduled game or event.
A second skipped practice can result in removal from the team, club or activity.
4. A School Service Detention will result in less playing time, a **Second** detention during the season will result in not participating in next game or event.
5. In-school or out of school suspension will result in not participating in the next game or event.

TRANSPORTATION

1. All participants in co-curricular activities are expected to be transported to and from activities or competitions as provided by the school district. No team member is allowed to be transported by another student's parent, unless a written request for permission is made to the coach/advisor and athletic/activities director **in advance** of the trip and is granted by the parent of the student who wishes to be transported. The liability for transporting the student is assumed by the transporting parent. Parents may sign out student with coach or advisor at conclusion of activity or competition to bring **only** their child home.

RULES OF STUDENT CONDUCT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

The following rules are in addition to all other Ontario School District policies, procedures and rules relating to student conduct. These rules apply to all Ontario School District co-curricular participants.

1. Student **will not** be present in an alcohol or drug situation. The student will not be present where alcohol or other drugs are being consumed, distributed, or given away. An exception to this rule may be made at the principal level or above if the student is under direct supervision of his/her parent or guardian.

2. Student **will not** be in possession of alcohol, drugs, or drug paraphernalia.

3. Student **will not** consume or take in alcohol or other drugs. An exception to this rule may be made at the principal level or above if consumption is related to a religious observance.

4. Student **will not** use or possess any type of tobacco product.

5. Student **will not** participate in any unlawful or criminal activity including, but not limited to:

- a. Theft
- b. Willful destruction of private or public property
- c. Fighting or physical assault
- d. Participate in initiation, hazing, or intimidation of another student
- e. Make threats of violence or commit any type of harassment
- f. Possess, consume, or distribute alcohol or other drugs.

6. Student will not violate any Ontario School District policy, procedure, or rule relating to student conduct.

DISCIPLINE FOR VIOLATION OF RULES

First Offense: Suspension from the activity or game for the duration of the school suspension and from the next regularly scheduled activity or game (minimum of two games or activities). If violation occurs at the end of the season, the suspension will carry over to the next activity the student participates in. Full restitution of equal replacement value is to be paid for any damaged or stolen property.

Second Offense or Additional Offenses: Suspension from the activity or games for three (3) weeks of regularly scheduled competition. If season ends without completing suspension the remaining suspension will carry over to next activity student participates in and will begin on the day of first regularly scheduled game or event.

ACADEMIC RESPONSIBILITIES

1. Participants must be passing **all classes**.
2. Grade checks will be done every week.
3. If a student is failing any class (less than 60%), he/she will be placed on academic probation.
4. Coach/Advisor will notify parent of academic probation.
5. Student **will be required to attend practice** while on academic probation, **but will be ineligible** to participate in games or events until all grades are passing.
6. Student must present coach or advisor with a progress report from teacher to be removed from academic probation.
7. The student will sit with their team at home games, in school clothes.
8. The student will not be allowed to travel with team to away games or events while on academic probation.

DUE PROCESS

1. Policies and procedures will be reviewed with students prior to beginning of each activity, and will be provided in writing. Parents/Guardians will read this document and sign, returning it to coach/advisor.
2. If a violation occurs, the participant and coach/advisor will be informed of the violation and the expected consequences. The parent/guardian will be informed by phone or mail.
3. If an appeal or review is needed, the following panel will be assembled to hear the circumstances. The panel will include the coach/advisor, the athletic director and the principal. The principal will make the final ruling. The principal will inform the appellant and other related persons of his/her decisions both verbally and in writing. Should the appellant wish to appeal the decision further, he/she can contact the District Superintendent to make arrangements for a hearing with him/her. If not satisfied with the Superintendent's decision an appeal may be made to the District 8C school board.

**** Coaches/Advisors may have additional participation, practice and attendance rules.**

We have read and understand the rules and processes set forth in the OMS Co-Curricular Participation Agreement.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Coach/Advisor _____ Date: _____