

NORTH VALLEY HIGH SCHOOL



STUDENT HANDBOOK

541-479-3388

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www.threerivers.k12.or.us

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Welcome	4	Dance Court	14
Academic Requirements	5	Attendance	14
Diploma Options	5	Attendance Laws	15
Academic Issues	6	Types of Absences	15
Academic Policies	6	Procedures to Follow	16
Advanced Placement Classes	6	Consequences of Absences	17
Alternative Education	6	Consequences of Tardiness	18
Classes	6	Skip Days	18
Early Grads	6	Automatic Drop	18
Early Withdrawal	7	McKinney Vento	18
Final Exams	7	Behavior Expectations	18
Grading System Overview	7	Alcohol & Drugs	19
Grades	8	Cheating, Plagiarism, Forgery	19
Reporting Grades	9	Defiance of Authority	19
GPA	9	Disruptive Acts	19
Graduation	9	Dress Code	19
Homework	9	Food & Drink	20
Honor Roll	9	Freedom of Expression	20
Honor Society	10	Gangs	20
Flex Time	10	Harassment, Intimidation,	
Progress Reports	10	Bullying	20
Repeating a Course	10	Off Campus Conduct	21
CRLS	10	Profanity, Obscenity,	
5th Year & 4th Year Credit		Vulgarity	21
Issues	10	Public Displays of Affection	21
Structure of the School Day	10	Electronics	21
Student Assistants/Tutors	11	Cell Phones	21
Salutatorians/Valedictorians	11	Sexual Harassment	22
Activities	12	Sexual Misconduct	22
Student Government	12	Sexually Inappropriate	
Athletics	12	Behavior	22
Clubs & Organizations	12	Skateboards, etc.	22
Philosophy of Extra Curricular		Small Children & Pets	22
Activities	12	Spitting	22
Code of Conduct for		Tobacco	22
Participation	13	Vandalism	22
Code of Conduct for		Weapons	23
Attendance	13	Discipline	23
Purchase Orders	13	Ed Lab & Detentions	23
Scheduling an Activity	13	Lunch Detentions	23
Dances at NVHS	13	Suspension	24
Dance Rules	13		
Dances	13		

Expulsion	24	Motor Vehicle & Parking	
Suspension of Driving		Policy	29
Privileges	24	Sales/Advertising	30
Counseling	25	School Bus	31
Registrar	25	Search & Seizure	31
Schedule Changes	25	Security Cameras	31
Scholarships	25	Sexuality Education	31
Student Records	25	Signs	31
Transcripts	25	Telephone Use	31
Procedures	26	Textbooks	32
Backpacks	26	Visitors	32
Bulletin Boards	26	Emergency Procedures	32
Campus Security	26	Earthquake Preparedness	32
Closed Campus & Passes	26	Fire Drills	32
Change of Address & Phone	26	Lock Down	33
		Lock Out	33
Daily Bulletin	26	Appropriate Use of Technology	
Directory Information	26	Policy	33
End of the Day	27	General Rules	33
Fees	27	Acceptable Uses	33
Hall Passes	27	Confidentiality of Student Info	33
Health Room	27		
Internet & Computer Use	27	Internet Safety	33
Library	27	Unacceptable Uses	34
Lockers	28	Internet Access Conduct	
Lost & Found	28	Agreement	34
Meals Program	28	Violations	34
Medication	29	Who Do I See About?	34-36
Medical Policy &			
Participation	29		
Messages to Students	29		

Welcome to North Valley High School

Welcome to all North Valley Knights:

High school is a time that you will remember for the rest of your life. Do your best to make those memories positive. Many of you will experience life changing moments during these years. You will meet and work with teachers who will challenge you and help you to know your full potential. Most of you will make friends that will last forever. Some of you will experience personal challenges that may at times seem overwhelming. Most of you will have opportunities to try new things and push your abilities to new levels. All of you will be surrounded by staff members who care about you and who have chosen to dedicate their lives and time to helping you succeed and move forward into your future.

This year will be full of all kinds of decisions. You will have opportunities to make choices hundreds of times a day. Think before you decide. What will the consequences of the choice be for you and for others? Let the **3R's** of being a Knight govern your daily life by making each decision thoughtfully and with **RESPECT, RESPONSIBILITY, and RESILIENCE**.

We ask that students and staff behave **ABOVE THE LINE** using the **3R's** as your guide. Responsible behavior will lead to good attendance, good grades, good citizenship, and a willingness to take on academic and personal challenges. Respectful behavior will help us create a school atmosphere where all students and staff feel valued and safe. Resilient behavior will help you to overcome the challenges that beset us daily in this life. Strive to make our **3R's (Respect, Responsibility, and Resilience)** a part of who you are and *excellence* will follow.

The administrators, professional staff and support services personnel are committed to helping every student grow and learn the skills and knowledge necessary to be successful in their future. We are committed to you. We will work hard for you and will strive to act with fairness, compassion, consistency, and integrity.

Sincerely,

Erik Lathen
Principal

Bienvenidos a los alumnos quien hablan español. Si usted no entiende esta información inglés, por favor llame la escuela para asistencia: 541-479-3388

Academic Requirements

Students who graduate from a Three Rivers School District High School must earn the following number of credits:

CHANGES IN REQUIREMENTS

All classes are on a SEMESTER system. Students can earn 7.0 credits a year. With a passing grade of “C” or better; each SEMESTER class is worth .5 of a credit.

	Standard Diploma	Honors Diploma***	CTE Diploma
English/Lang Arts	4	4 (1 AP Credit) **	4
Mathematics	3	4**	3
Science	3	4**	3
Social Studies	3	3**	3
Career & Technical Education (CTE), Fine Arts, Foreign Language	3	4 (minimum of 2 credits of foreign language)	4 (a minimum of 3 credits in career and technical ed)
Physical Education	1	1	1
Health	1	1	1
Electives	5.0	5.0	4.0
Career Focused Electives	1.0	1.0	1.0
Total Credits Required	24.0	27.0	24.0
Total Credits Possible	28.0	28.0	28.0

* Elective credits are selected according to student interest. Any class that is not a requirement or is over the required number (i.e. three science classes) counts as an elective.

** 2 of the listed above must be College Board approved AP courses from English, Math, Science, or Social Studies

***To receive a diploma, in addition to credit requirements as outlined in OAR 581-022-2000, a student must:

1. 3.5 GPA for the first seven semesters
2. Demonstrate proficiency in the Essential Skills of Reading, Writing and Apply Mathematics by passing all administered Statewide Assessments
3. Develop an education plan and build an education profile;
4. Demonstrate extended application through a collection of evidence; and
5. Participate in career-related learning experiences outlined in the education plan.

Academic Issues

Academic Policies

Each of your teachers will provide you with information about how his/her classes will be graded and what the expectations will be. Become familiar with each teacher's syllabus and be sure to ask questions whenever you need clarification. It is your responsibility to know and follow the policies and procedures in your classes.

Advanced Placement Classes

During the school year, NVHS is offering Advanced Placement classes in English Literature, Calculus, US History, and World History. The offerings may change from year to year, depending on teachers, resources, and certification from the College Board. AP classes have weighted grades and the expectation is that students are doing college level work. Students who register for AP classes need to be ready to work hard and challenge themselves. Advanced Placement classes are taken for all two semesters. College credit is not automatically earned. An AP exam is taken in May. There is a fee for Advanced Placement Tests that will be charged to students. How well a student does on the test determines the level of credit a college will award. Each college is different. In most colleges, a corresponding level of credit is given for "3", "4", and "5" scores. **Students enrolled in an AP class must take the test in the spring. If a student does not take the test, the class will be transcribed as an honors class and not an AP class and the grade will not be weighted.**

Alternative Education

North Valley High School offers alternative educational programs for students. Enrollment in any alternative program is always scheduled through counseling and must be approved by the administration. Enrollment in GED or MAC will require a conference with parents, students, MAC staff, counseling, and an administrator. Additional information around what these alternatives are, how to access them, etc. can be obtained from counseling. The offerings are as follows:

- Credit recovery (may be done on NV campus)
- MAC- Merlin Alternative Center
- GED (General Equivalency Diploma) (Offered at MAC)
- Jerome Prairie on-line school

Class – Senior, Junior, Sophomore, or Freshman

For many of the activities and privileges that happen at NVHS, the class you are in is computed on how many credits you have earned, **not** on how many years you have been at school. At the beginning of the school year, the standard to be online to graduate for this year is as follows:

- To be a "true" sophomore, you must have a minimum of 6 credits.
- To be a "true" junior, you must have a minimum of 12 credits
- To be a "true" senior, you must have a minimum of 18 credits.

If you have less than the minimum amount, you will be ineligible for some activities and privileges that occur at that grade level. Your eligibility will be calculated on credits earned and not on the number of years in school. An example of this is junior/senior prom. If you are in your third year of high school (normally called the "junior" year) and you have 10 credits, you would not be allowed to attend the prom except as an invited guest of a true junior or senior.

Early Grads

Graduating early is discouraged but permitted on a case-by-case basis. Students intending to graduate early by a full year must make that decision by the end of your sophomore year. A meeting with the student, parent, counselor and an administrator is required to develop the early graduation plan. Plans are approved at the district level. Students intending to complete coursework by the end of the 2nd Semester junior year must complete their planning meeting no later than the end of the first quarter Sophomore year. Early grads will not be allowed to earn credits at the Alternate Center (MAC) in order to graduate early and the school will not be financially responsible for online or college courses.

Early Withdrawal

Students withdrawing from school at any time prior to the end of the semester will receive withdrawal grades only and will not earn credits unless they transfer to another school, enroll, and are issued credits by that school. The staff will consider individual situations and needs concerning absences during the last days of a semester. Students withdrawing early need to do the following:

1. Obtain a checkout sheet from the Counseling office; fill it out properly and return to counseling.
2. Return all textbooks.
3. Pay fines.

Final Exams

Final semester exams, either written or performance based, are required in all courses and must be taken before you can receive credit. If you are unable to take the exam, you may arrange with your teacher to take a makeup exam. It is your responsibility to complete arrangements for make-up exams.

Grading System Overview

Parents and schools need to work together to promote academic and personal growth in students. For that reason we will communicate with you frequently, providing up-to-date information on your child's progress in schools. Parents should/can monitor their students' progress through staff email or the ParentVUE portal. To set up an account, please visit the front office.

All core academic classes within the school will be grading on a Proficiency Based Learning model (PBL). Report card grades are determined by what a student knows and can do rather than reporting on absences, tardies or extra credit, which traditionally factors into grading. Students are told what they are expected to learn and how assignments or lessons help meet those goals. In the PBL model, more emphasis is placed on learning.

Definitions

- **Proficiency Based Learning (PBL):**
 - This term refers to a [system](#) in which teachers assess and grade students based on content specific knowledge and skills with less emphasis being placed upon behavior, tardiness or extra credit because those elements do not reflect a student's knowledge.
- **Proficiencies:**
 - Mastery of specific [knowledge](#) and [skills](#) demonstrated by consistently superior [performance](#), measured against established standards.
- **Core Classes:**
 - Math, Language Arts, Science and Social Studies
- **Content knowledge and Skills:**
 - These are the skills most commonly associated with the assessed state standards
 - See further clarification through examples below under "grades"
- **Participation/Citizenship Skills:**
 - These skills are those that help to develop the content knowledge and skills and are more associated with being a good citizen (being on time, respectful, safe and responsible).
 - See further clarification through examples below under "grades"
- **Rubrics:**
 - A scoring guide that defines the level of performance within a standard. For example, the students is "proficient" within the standard, "approaching master" or a "master" of that standard.
- **Summative Assessments:**
 - This assessment summarizes the development of learners at a particular time, usually at the end of a unit (i.e. unit tests).
- **Formative Assessments:**
 - This is any assessment that informs the teacher and the students where the learner currently is in the learning process and can take place at any time during

- o the unit so that the teacher/students can plan accordingly (i.e., quizzes).
- o Formative assessment is more valuable for day-to-day teaching when it is used to adapt the teaching to meet students' needs. Formative assessment helps teachers to monitor their student's progress and to modify the instruction accordingly. It also helps students to monitor their own progress as they get [feedback](#) from their peers and the teacher. Students also find opportunity to revise and refine their thinking by means of formative assessment.

(Summative assessment is characterized as assessment of learning and is contrasted with formative assessment, which is assessment for learning.)

Grades

Academic grades under the Proficiency Based Learning model will reflect a student's master of the subject's knowledge and skills according to state standards, allowing teachers to be more objective in their grading practices. Therefore, extra credit will not be provided. Academic grades are calculated based off a weighted minimum scale where at least 80% of their grade reflects content knowledge and skills, and at least 20% of their grade reflects participation/citizenship. The following criteria will be used to define content knowledge and skills and participation/ citizenship skills.

Content Knowledge and Skills (at least 80% of total grade)

- o -Tests and quizzes on knowledge and skills, state standards, and proficiencies
- o -Alternative assessments (verbal, demonstration of skills or understanding, etc.)
- o -Writing samples/inquiry labs/math problem solving (state samples)
- o -Projects (if the teacher knows it is the student's own work or when an individual student's contribution can be assessed based on their understanding of the knowledge and skills in the standards.)
- o -Summative and formative assessments

Participation/Citizenship Skills (at least 20% of total grade)

- o -Effort in learning, respect, participation, responsibility, creativity
- o -Openers/Warm-ups
- o -Daily Work
- o -Homework
- o -Class Work
- o -Projects (When a teacher cannot be certain that it is a student's own work)
- o -Turning in grade printouts/progress reports

Reassessment

Students may be given opportunities to retake assessments they fail, or wish to retake, in order to demonstrate proficiency, provided that they are making adequate progress toward proficiency. The assessment grade will **NOT** be the average of all the assessments. The highest grade for each assessment will be awarded to the student.

Missing Work/Incompletes

In order to demonstrate proficiency, students must score a 70% or better on the assessment, which is equivalent to a "C" average. If an assessment is below a 70%, they have the opportunity to retake the assessment and get additional support from the teacher or building support services. If all, or most, assessments are failed within a grading period, a student may earn an "F". However, if a student is making adequate progress toward proficiency and utilizing resources available, they will be assigned an Incomplete and will have 10 school days (and/or teacher discretion) to demonstrate proficiency on missing/incomplete assessments at the end of the semester. Students may choose to improve their grades, per teacher approval, within that same 10 day window. Second Semester timelines are at the teacher discretion and availability.

Student Support

A variety of support will be provided to students to help them reach a proficiency level within their classes during the school day.

Elective Classes

Elective teachers will be using the PBL model; however their grades will still reflect hands-on activities, projects, participation and work ethic. Elective teachers will inform students of their grading expectations and criteria in their syllabus, which will be handed out at the beginning of each semester.

Reporting Grades

Report cards are sent home at the end of each semester. During conferences at the end of the semesters, parents may pick the report card up at the conference. **Oregon State Law requires the withholding of end of the year report cards if a student owes \$50 or more in fines.**

If you have a question or concern about a grade, contact the teacher who assigned the grade. If you are not satisfied at that point, discuss the matter with your counselor or an administrator.

Grade Point Average (GPA)

A grade point average will be calculated as follows:

- Award each A - 4 points, each B - 3 points, each C - 2 points, , each F – 0 points.
- Total the points and divide by the number of classes graded A - F.
- AP classes are weighted and worth an extra point. For example, an 'A' in AP Literature is worth 5 points when calculating GPA. No points are earned for an 'F' in AP classes.
- Pass/Fail classes are not averaged.

*Remember "Incomplete" grades may be made up within 10 school days. The "I" is factored in as an "F" in regards to GPA in interim and will change to an "F" after the 10 day window expires.

Graduation

To participate in graduation, a student must have passed all required classes and have the credits that are required. The deadline for all work to be finished in order to walk at graduation is the seniors' last day of school, usually the Friday before graduation. Under no circumstances will any student who has not achieved the credits needed for graduation by the deadline be allowed to participate in the graduation ceremony. Diplomas will not be given until all fines are paid. Examples of fines would be missing textbooks, library books, unreturned sports uniforms, vandalism fines, and unpaid fees for supplies used in a class.

Homework

The amount of time a student must spend studying at home is dependent on many factors. Some courses require more homework than others and some students master a subject more easily than others. Some students use available class time more efficiently than other students and are able to finish more work at school.

Normally, an average of at least one hour of homework per school day is expected and advisable. Teachers will teach good home study techniques and provide opportunities for students to practice them. Assigned homework completed by students shall be evaluated along with other work to determine a student's grades. Parents/guardians are expected to provide a suitable environment for home study.

For students who are struggling with content, tutoring is also available in our after school program. After **school hours will be from 3:30 until 5:45**, on Tuesday and Thursday, during most weeks of school. It will not be held on the day before a scheduled vacation or on the last day of a grading period. A calendar will be available in the office and will be advertised in the bulletin. Students who are unwilling to work and follow the rules for after school tutoring will not be allowed to participate. Students may not leave After School Tutoring (AST) and return unless they are involved in athletics or an after school activity.

Honor Roll

Any student with a 3.25 GPA or better in a semester is eligible for the Honor Roll. Students may strive for the Summa Cum Laude Honor Roll (4.0 GPA or better), Magna Cum Laude Honor Roll (3.5 to 3.99) or the Cum Laude Honor Roll (3.25 to 3.49). Honor Rolls will be published in the school and in the local newspapers.

Honor Society

Students with a cumulative 3.5 GPA or above are considered candidates for the National Honor Society. Inductions into Honor Society will be in the fall of each school year. They must be active in extracurricular activities and be in good citizenship standing. Students must maintain a 3.5 to remain in good standing.

Flex Time

Only seniors are eligible for lockout. To get lockout, seniors must have a job that they need to be at during this time or be taking a college class at the community college. Except for extraordinary circumstances, no lockout periods are granted during other times. You must be on-track to graduate to request lockout. **If you take lockout you may not be on campus during that time.** This means that only students who have their own transportation to and from school can request lockout. No credit is earned for lockout. Students on lockout should not arrive at the school more than five minutes before their first scheduled class and should leave within five minutes of their last scheduled class. Lockout students who do not follow these guidelines will be assigned to the ED-Lab as appropriate. **Seniors intending to apply to a four year college should not take lockout.** Colleges are generally not interested in students who do not take a full academic load. Students involved in athletics must be taking at least 5 classes each semester..

Progress Reports

You and your parents will receive written confirmation of your grades minimally approximately every nine weeks. The grades you receive at the end of a semester are the grades that go on your permanent record. You or your parents may request daily or weekly progress reports. Ask in counseling for these reports. Parents are encouraged to sign up in ParentVue and monitor their student's progress.

Repeating a Course

Required classes may be repeated for credit with approval. In order to receive credit, the student must raise her/his grade in the class by at least one letter grade. The new grade will become the grade of record for the required course. The original grade will become an elective credit providing that the original grade was a "C" or better. Be very careful when you choose to do this. If you do not raise the grade, the credit will not count.

Career-Related Learning Standards

Oregon State Law requires all students to complete the Career Related Learning Standards in order to receive a diploma. During their high school career, students will be asked to complete a project as part of their CRLS. Students who do not complete the components by the teacher established deadlines put their graduation at risk. Students who do not complete this project will not graduate. These standards will be met during the junior year's career development class.

5th Year Seniors and 4th Year Credit Issues

It is our goal that all students graduate with a diploma. Some students arrive at their fourth year in high school behind in the credits they need to be able to graduate with their class. In many cases they are just one or two credits short. If you are in this situation, counseling, administration, and the Alternative Center will work to develop a plan that will – with your diligence and hard work – allow you to graduate on time.

Any student enrolling for their fourth year who is more than 10 credits behind will need to plan to complete high school during a 5th year. These students will be enrolled in a regular 7.5 credit year during their fourth year. In nearly all cases, 5th year seniors will complete all necessary coursework at the alternative center. They may complete the final credits needed on a reduced schedule and in a reduced time span. Though coursework may be completed at any time during the 5th year, the actual diploma will not be given until the graduation ceremony. 5th year seniors will not participate in athletics or other school activities, including school dances (unless they are invited as a guest to Prom, Winter Ball or Homecoming and they are not 21 years of age or older). The 5th year senior policy is available in counseling. Counseling will work with students in this situation to develop a plan to help them get their diploma.

Structure of the School Day

All high schools in Three Rivers School District are on a semester schedule this school year. Each student will take seven classes a day which are 58 minutes long. The year is divided into two parts (semesters) and passing a semester class will earn you one-half a credit. The day includes a short

morning and afternoon break and a thirty-minute lunch. School starts at 7:35 AM and is dismissed at 3:40 PM. Students should not arrive at school before 7:10 AM and must leave by 3:55 unless involved in after-school help or other after school extra-curricular activity. At 3:55 each day, students must be in a supervised activity.

Student Assistants / Student Tutors

Students in the 11th or 12th grade can request to serve as a teacher assistant for elective credit. To serve as a student assistant/tutor, you must have taken the class, been successful in the class, and have at least 92% attendance for the previous year. The teacher and an administrator must approve all student assistant assignments. Only two elective credits as a student assistant can be earned toward graduation requirements. Student assistants earn a Pass / Fail grade. Student assistants whose attendance drops below 92% in any given semester will not receive a passing grade for that semester. 92% attendance computes to approximately seven days of absence in one semester. Please do not sign up for an aide class if you do not plan to maintain good attendance. You cannot assist if you are not there! Tutors are for lower level core subjects only.

Salutatorians / Valedictorians

High School uses weighted cumulative average GPA to determine eligibility for Valedictorian and Salutatorian honors. All classes except Advanced Placement classes are non-weighted on a 4.0 scale where an A for a semester earns 4.0, a B earns 3.0 and so on. Advanced Placement classes transcribed as AP are weighted on a 5.0 scale (A = 5.0, B=4.0, C=3.0). **To earn AP credit, you must take the AP exam in May.** College classes taken for high school credit will be non-weighted (4.0 scale). Selection will occur at the end of the third quarter of their senior year.

The student with the highest weighted cumulative GPA who has met all of the following criteria will be selected as Valedictorian:

- Has successfully completed the following year-long classes (if offered and available) – AP Literature, AP Composition, AP US History, AP Calculus, Chemistry (or AP Science), Physics (or AP Science, or College Board approved AP Courses) 2 years of a Foreign Language;
- Achieved a GPA of 3.9 or above;
- Has shown Demonstration of Essential Skills by passing all statewide tests and all required work samples.
- The student with the next highest GPA of 3.9 or above having met the above criteria will be selected as Salutatorian.
- Classes taken before high school are not considered for Valedictorian or Salutatorian consideration.
- The team selecting Valedictorian and Salutatorian has the option to include additional students who fall within a .025 range for either honor.

Activities

All students are encouraged to participate in the following opportunities to be involved in North Valley High School.

Student Government

You can be involved in student leadership by meeting all requirements and enrolling in the leadership class.

Athletics

FALL

Cross Country – Boys, Girls*	Volleyball – Girls
Football – Boys	Soccer – Boys, Girls*
Cheerleading (Varsity & JV)	Band

WINTER

Basketball – Boys, Girls	Bowling*
Wrestling – Boys	Swimming*
Cheerleading (Varsity & Junior Varsity)	Equestrian* (<i>Continues in spring</i>)



SPRING

Golf – Boys, Girls	Softball – Girls
Baseball – Boys	Track – Boys, Girls
	Equestrian* (<i>Begins in winter</i>)



** May not be offered every year*

Sports Team Statistics Recorder AND Team Managers are needed for most athletic activities.

Publications

Yearbook – taken as a class

*School Newspaper--taken as a class

Clubs and Organizations

Availability of these clubs is based annually on student interest and advisor availability:

Philosophy of Extra Curricular Activities

All parties concerned - school personnel, parents, students, and patrons - should realize that academic endeavors have priority over athletics and activities.

Activities shall provide an opportunity for a maximum number of students to experience personal improvement, self-realization of potential, education of the total human being and contribute to school culture and climate.

Code of Conduct for Participation

Your eligibility will be governed by rules as set forth by the Oregon School Activities Association, Three Rivers School District and NVHS extracurricular policies. **Students who have not met academic criteria may not participate. See the athletic handbook for more information on academic eligibility.** Students suspended from school may not participate during the time of suspension. See page 24 for more information on suspension.

Your involvement is subject to the rules and policies set up by the activities department of NVHS and are bound by this code as long as you participate in activities or until you graduate from high school. Individual coaches or advisors have the discretion to impose additional participation requirements. Students participating in school activities that cause them to miss classes are expected to notify their teachers and arrange to make up tests and assignments.

Code of Conduct for Attendance at Athletic Events or Extracurricular Activities

If you attend evening athletic events or other activities you should plan to stay at the activity until it is completed. Once you enter the activity you cannot leave and come back unless prior permission to do so has been granted. You may not “hang out” outside the building with friends. If you come to an activity, you are at the activity. If there is a pressing reason for you to leave the activity you must leave the school grounds immediately and may not return. Students are expected to be a “good audience” at these events. Disruptive or unsportsmanlike behavior will be seen as a cause for removal from the activity and may result in further consequences up to exclusion from all school sponsored activities for the remainder of the school year.

Purchase Orders

If your club or organization needs to buy something, you must first get a purchase order request from the bookkeeper. It must be signed by your advisor and returned to the bookkeeper. Please allow a minimum of three days for approval. **Remember** - any item bought without an approved purchase order is your responsibility and you must pay for it without being reimbursed.

Scheduling an Activity

If a class or club wishes to sponsor an activity such as a fundraiser, check with the activities secretary in the front office for the steps that must be followed.

Dances at NVHS

Dances

NVHS will have 3 formal dances per year: Homecoming, Winter Ball, and Prom. The Homecoming Dance may be semi-formal or a theme dance. Appropriate attire for Homecoming will be advertised to students well in advance of the event. NVHS will have no more than 3 informal dances each year with no more than one dance a month scheduled. Dances are sponsored by clubs or activities as fundraisers. All dances are scheduled through leadership and the administration with all dances being held on the NVHS campus. The sponsoring activity or class must complete the dance packet **two weeks in advance** or the dance will be cancelled. **This is non-negotiable.**

Dance Rules

- Though it may not always be required for admittance, you should bring your student ID card when you attend dances.
- **Students who were not in attendance at school the day of a dance (except for school-related absences) will not be allowed to attend.**
- Boys are encouraged to wear slacks and a button-down shirt **and tie** or suits, sport jackets and slacks, or tuxedos. Girls are encouraged to wear “dressy” dresses or formal gowns. If you feel you cannot follow these guidelines for any reason, please talk to an administrator about your situation. Students not dressed appropriately at formal dances may not be admitted.
- Normal school clothing may be worn to informal dances.

- Students are expected to stay within the designated dance area. **If you leave the building, you will not be readmitted.**
- **Couples that leave the dance more than 30 minutes before it ends, must inform their parent by phone they have chosen to leave early.**
- School rules and consequences still apply. Any student suspected of alcohol consumption or illegal drug use may be subject to a Breathalyzer or other test at the discretion of the dance chaperones. Parents and legal authorities may be contacted if a student is suspected of being under the influence. If you are found to be under the influence at a dance, you will not be allowed to attend any of the other dances during that school year.
- Guest passes are permitted for the formal dances and semi-formal dances only. They **MUST** be approved **one week** prior to the dance. All guest passes must be cleared by administration. The passes are limited to high school students from other schools and guests under the age of 19. Guests whose age cannot be verified will not be allowed to attend. At no time will middle school students be allowed to attend any NVHS dance. Guests are expected to follow all North Valley High School policies and regulations, including dress code. After game and informal dances are restricted to eligible NVHS students only. The administration retains the right to not approve a guest based on information gained from the student's school or for previous issues at NVHS.
- After game dances end at 11:30 PM. They start approximately 20 minutes after the end of the game. Other informal dances begin at 8:00 PM and end at 11:00 PM. Prom, Winter Ball, and Homecoming begin at 8:30 and end at 11:30 PM.

Dance Court / Preparation of Ballots:

Ballots will be prepared listing all eligible students. (The criteria may be changed by the school's administration.) Students must:

- have the number of credits which make the student an actual member of the class he/she will be representing (see page 9);
- have a 2.0 or higher GPA for the semester prior to the dance;
- have maintained 92% attendance or better for 10 weeks prior to the dance.
- Seniors who are crowned as King and Queen during their senior year are ineligible to be on subsequent ballots.

Attendance

Attendance at Three Rivers School District

Any school missed is a lost learning opportunity. Parents at **Three Rivers School District** know that any time their child is absent from school, they receive a recorded phone message notification from the school. Parents can then work with the school staff to notify them of the reason for the absence if they had not done so already.

Three Rivers School District implemented a program 'Attention2Attendance' for contacting parents regarding student attendance through the US mail. Our attendance letters address total absences; both excused and unexcused. The key factor of this program is consistently working with all families on the importance of regular attendance, which in turn gives schools the best opportunity to provide a quality education for all children.

The first "Notification of Truancy" letter informs our parents when a student has missed 8 or more half days within a 4-week period, regardless of the reason for the absence. Law requires all children ages 7 to 18 regularly attend school so we also address *excused* and *unexcused* absences with letters known as "Irregular Attendance Notifications." If absences continue, your school will schedule a meeting with the parent, student and school administrator to review absences, work on solutions to address attendance issues, and discuss what may occur if absences continue.

It is imperative that parents contact the school to verify student absences within 24 hours and avoid unnecessary and frequent absences and late arrivals. We understand that there are certainly illnesses and circumstances where a student may have to miss school. We want and expect to have our students "show up" and our district commits to working together with parents to accomplish this goal. Our ultimate goal is to reduce future absences from school.

Thank you for your efforts to have your child attend school on time and regularly every day. We know a majority of our students have good attendance habits and we appreciate the efforts that parents make in order to have this happen. Your school and Three Rivers School District are committed to the success of your child, which starts with showing up every day.

Attendance Laws

There is a direct correlation between attendance and school performance. Students who attend school regularly are more successful than students with poor attendance. The Oregon Department of Education has established 92% attendance as the baseline for acceptable attendance. Attendance that falls below 92% is considered unacceptable. For a student to have 92% attendance, a student may not be absent more than 14 days in a school year. We expect all students to maintain attendance that is 92% or above unless there are extenuating circumstances such as illness. Oregon law indicates that excused absences shall be granted for student illness, family illness, or by an emergency.

In addition, there are Oregon laws governing attendance. If a student does not demonstrate acceptable attendance under Oregon statute and the school's efforts to help improve attendance have proven unsuccessful, a school district may issue a citation to the parent that requires a court appearance. Depending on the situation, a judge may consider the poor attendance to be a Class A violation, which carries a maximum fine of \$600, or a Class C violation, which carries a maximum fine of \$150. There is also the provision under Oregon law for a school district to request that the Oregon Department of Transportation suspend the driving privileges of any student who has not maintained acceptable attendance. The laws are as follows:

- **ORS 339.010** requires school attendance for all children between the ages of six and eighteen.
- **ORS 339.925** sets forth the compulsory school attendance infraction procedure that allows the superintendent to issue a citation of up to \$100.00 for each day of excessive absence.
- **ORS 339.254** allows a school district board to establish a policy regarding when a superintendent may file with the Department of Transportation a written request to **suspend the driving privileges of a student or the right to apply for driving privileges.**
- **ORS 339.257** requires that a student of at least 15 years of age and under 18 years of age provide the Department of Transportation with documentation of proper enrollment in school for issuance or reinstatement of driving privileges. A student is considered withdrawn from school if there are more than 10 consecutive school days of unexcused absences or 15 school days total of unexcused absences during a single semester. **This means that students who have excessive absences or who drop out of school before their 18th birthday will be reported to the DMV and will risk losing their driving privileges.**

More than 4 full days or 8 half days of unexcused absences in any four-week period constitutes a citable offense according to the Josephine County Attendance Initiative. 15 or more days of unexcused absences in a semester constitutes potential suspension of driving privileges. Students who have not attended school in ten days without being excused will be dropped from school and suspension of driving privileges will result.

If a student has irregular attendance, the school will contact the student and the parent by phone and/or letter to offer assistance in resolving the issues that are causing poor attendance. If all attempts to improve attendance fail, a citation will be issued as described above. Furthermore, students with unacceptable attendance habits may be put on an attendance contract and/or receive a change of placement. In addition, a request to the DMV to suspend driving privilege may be made or the school may decline to sign the DMV authorization of enrollment form.

Please contact our attendance clerk for assistance when your student is absent. You can contact her at April.clark@threerivers., 541-479-3388.

Types of Absences- 4

EXCUSED ABSENCES

- Illness of the student. (Doctor's note will be required to excuse students for more than 7 days in a semester for chronic illness or excessive illness absences.)
- Illness of immediate family member where the student's presence is necessary.
- Emergency situations that require the student's presence.
- Medical and dental appointments. (Proof of appointment will be required.)
- Prearranged absences approved as excused by the school.

CONTRACTED ABSENCES

- Prearranged extended absences that last three or more days.
- Contracted absences are not necessarily excused absences. Administration will make that decision with input from parents.

SCHOOL-RELATED ABSENCES

- Student is not present in class because they are attending a school function that has been pre-approved by the office. Examples of this are sports, field trips, meetings with administrators or counselors.
- These absences do not count against your attendance rate.

TRUANCY

- Student is absent from school or class without prior knowledge and permission of parents and/or school.
- Truancy is also known as "skipping" or "cutting" class.

UNEXCUSED ABSENCES

- Any absence that does not meet the requirements of the law for an excused absence and is not sanctioned by the parent. Unexcused absences may result in sanctions under Oregon state law as well as result in school consequences such as lunch or after-school detention or in-school suspension.

VERIFIED ABSENCES

- Any absence that does not meet the requirements of the law for an excused absence, but is sanctioned by the parent. Verified absences are unexcused absences and may result in sanctions under Oregon state law but will not result in school consequences such as detention. These absences must be verified by the parent within 3 school days. Verified absences occurring in the semester may result in missed work that can not be made up. Examples of verified absences are hair appointments, going home for books, sleeping in, car trouble, shopping, and trips to Disneyland.

LATE TO CLASS

- Not in the classroom door when the late bell rings.
- If you are late to class, you will lose your starter points.
- If you arrive at school after the late bell in the morning, you are expected to report to the attendance office. If a parent excuses the tardy (for one of the above excusable reasons), you should bring a note with you to the attendance clerk at the time of the tardy. A parent may phone the attendance clerk by noon of the day of the tardy explaining the reason for the tardy.
- No school arrival tardies will be excused past the day of the tardy.
- Outside of your initial arrival at school, a parent cannot excuse a tardy that occurs during the school day.

Procedures to Follow When Absent from School

1. Your parent should call or email the school on the day of your absence. (541-479-3388) If that is not possible, bring a note from your parent on the day you return to school. If the school does not

receive a phone call, email or a note on the day you return, your absence will be counted as unexcused. The note is to be turned into the attendance office.

- The note must state the reason(s) for your absence and can be signed only by your parent or guardian. The only other notes that will be accepted are from medical practitioners for extended absences.

All absences must be cleared within 48 hours of your return to school. Otherwise they will become unexcused absences if the attendance office has received no note or phone call within that time frame. It is essential that you take care of this. Unexcused absences may result in an “F” or zero grades for all classes missed. **There is no going back and taking care of these after the 48 hours have passed.** You are high school students and it is your responsibility to get the note or remind your parents to call the school.

- It is the student’s responsibility to ask teachers for missed work. For work that is missed for excused, school related or verified absences you will be allowed two days for each day absent in which to make up the work assigned during the absence. Teachers may develop alternate assignments for absences. Many classes are very difficult to make up. Though teachers can design some alternative work, excessive absences in these classes may result in grade reduction and potentially credit loss.
- For extended absences (three or more days),** where the illness or injury is of such a nature that students are able to do their homework, homework requests will be honored. The parents/guardians should contact the school office to arrange to periodically pick up homework assignments. **Please allow at least one school day for the homework to be turned in by the teacher.** For example, if you call at 3:00 in the afternoon for homework, it will not be ready until the end of the next school day. **Homework requests will not be honored for absences of one or two days.**
- If students are able, they are welcome to check the teachers’ webpage in order to stay caught up on work at threeivers.k12.or.us**
- For a **Contracted Absence of three or more days,** pick up a "Contracted Absence Form" from the office at least one week before the absence. You will need to present a note to the office verifying the absence prior to receiving the form. The entire NCR form will be given to you. You will then present the form to each of your teachers for their signature. You must return the completed form to the office. If at all possible, it is wise to try to take some of your schoolwork with you and do it before you return.

Consequences of Absences

- Work missed in an activity class such as choir, drama or P.E. may be impossible to make up. Make sure you understand the teacher’s policy around make-up work for activity-based classes.
- Loss of starter points and participation points for unexcused and verified absences.
- You miss important information in your classes which may result in poor academic progress.
- Unexcused absences may result in loss of privileges such as attending dances and going on field trips.
- Absences that are above the state acceptable level (less than 92% attendance) will result in loss of eligibility for many activities including running for student body or class office, being on the ballot for dance courts, and may affect participation in extracurricular activities.
- Regulations of the Josephine County Attendance Intuitive will be implemented.
- In addition to the sanctions that may result under Oregon Law, **truancy absences** will be dealt with by the attendance office and/or the administration in the following way:

Truancy Initial Intervention ➡	Lunch detention – 2 detentions for each period missed.
Truancy Next Intervention ➡	Phone call and/or letter home. Lunch detentions continue. <i>When lunch detentions earned number 7 or more, in-school detention will be assigned.</i>

Truancy Subsequent Intervention ➡	In- school detention and/or in-school suspension.
Truancy Final Intervention ➡	When attendance drops below 88% in any semester a mandatory meeting with administrator, student, and parents is required and the student will be put on an attendance contract. If attendance does not improve, ORS sanctions will be put in place and the District Attorney will be contacted.

Consequences of Being Late to Class

- * Loss of the day’s Starter Points for the class
- * 5th time you are late overall
 - * student is put on the no pass list for up to the equivalence of a semester (18 weeks)
 - * student will be referred to the class advocate for intervention
 - * student loses privileges and other PBIS activities

“Skip Days”

There are no sanctioned skip days. If students participate in an unofficial and unauthorized skip day, they will be considered truant. North Valley High School does not recognize any skip days, including a senior skip day. Remember – a parent can excuse absences only if they fall within the Oregon Law definition of an excused absence (see page 16).

Automatic Drop

After ten days of consecutive absences from school, a student will be automatically dropped for non-attendance unless the parent/guardian makes satisfactory arrangements for the absence. When a student is dropped, a letter will be sent home. Automatic drops will result in notification to the Department of Motor Vehicles to request suspension of driving privileges. Any student 16 years of age or older who has been automatically dropped may not be allowed to re-enroll until the following semester. In consideration of the length of absence and the academic standing, students who do re-enroll may not earn credit for the semester and may be placed in an alternative placement. Re-enrollment of students after a ten-day drop will **require** a conference with a parent, the student, and an administrator. If the student has a current phone number on the directory information card, an attempt will also be made to contact the student and/or parent/guardian by phone before the student is dropped.

McKinney-Vento Act (Homeless Youth)

School aged children and youth who lack a fixed, regular, and adequate nighttime residence, including but not limited to, sharing housing with other persons due to loss of housing, living in motels, cars, campgrounds, abandoned buildings or transitional shelters are considered homeless and qualify under the McKinney Vento Act. Three Rivers School District offers resources to homeless students including the following: advocacy, school/clothing/hygiene supplies, food assistance, mentoring, access to healthcare, student fee assistance, sports fee waivers, and referral services for case management and shelter/housing options. We have family advocates at each school for assistance. If we can’t provide what your student needs, we can refer you to a local community service that may be able to help. For further information and a list of community resources, go to the Three Rivers Website (www.threerivers.k12.or.us) under the departments tab on the homeless youth page.

<h2>Behavior Expectations</h2>

North Valley High School's academic and extracurricular programs will function in the best interests of all our students if we preserve an atmosphere for learning at all times. A set of general rules for everyone helps us achieve and maintain a favorable learning environment. In addition to the rules cited in this handbook, all rules and expectations outlined in the *Three Rivers School District Student’s Rights and Responsibilities - Standards for Student Conduct*, which all students will be given, also are in effect at NVHS and the guidelines and definitions included in that document will be enforced. Included in that document is the matrix that all schools in the Three Rivers District use to determine consequences for failure to follow the rules.

Alcohol and Drugs

The unlawful possession, use, sale, promotion or supply of any narcotics or prohibited drug on or about the school premises or at any school-sponsored activity is prohibited. You will not (knowingly) use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or intoxicant of any kind. The **supplying** or **selling** of any narcotic or prohibited drug will result in expulsion from school. Any student using a narcotic or prohibited drug will be suspended from school. Appropriate law enforcement agencies will be contacted and parents will be notified.

Cheating, Plagiarism, or Forgery

Cheating, plagiarism and forgery will not be tolerated. You are expected to do honest work that demonstrates both your abilities and your needs for further instruction. Protect your integrity; it is a precious asset. Cheating includes copying all or part of others' assignments or allowing them to copy yours. The least that will result is that you will receive an F grade on the assignment.

Defiance of Authority

This means disobeying teachers or staff members (aides, secretaries, custodians, food service personnel, or bus drivers), not following instructions regarding conduct, or in any way by words or action showing a defiant attitude. Failure to identify oneself when asked by authorized school personnel will also be considered as defiance of authority.

Disruptive Acts

Disruption of classrooms and school events creates unnecessary problems for students and staff. It also demonstrates immaturity and a failure to be able to control your actions. Stink bombs, food throwing, hat grabbing, yelling, pencil throwing, and throwing water balloons are just a few examples of acts that not appropriate and may present safety issues. Disruptive acts will result in consequences up to and including suspension.

If you deliberately or intentionally pull a fire alarm, you will be required to pay the costs accrued if the fire department reports to the school. Systems are in place to help school staff find the perpetrator(s) of this act.

Dress Appropriately for School – Your Place of Work

Students are asked to come dressed for school in a reasonably modest manner. When you dress for school we want you to dress for success at school. Our primary mission is education and intellectual development. You are asked to wear school clothing that contributes to a positive school climate and does not distract from our mission. Bizarre, immodest or revealing clothing demeans the value of the wearer and disrupts the educational atmosphere. It will not be permitted. You will be asked to cover up or change out of clothing that is unacceptable for reasons stated above. NVHS maintains a selection of used but clean clothing for students who violate the dress code. Parents will be called to bring alternative clothing if necessary. Examples of unacceptable dress include:

- **Clothing that depicts drugs, alcohol, tobacco, sexual acts, nudity or partial nudity, profanity or that in any way demeans others(i.e. race, gender, sexual orientation). This includes logos such as the SKIN brand with the silhouettes of a nude female body. Also any marijuana leaf or depiction of such is prohibited. Hats or clothing with the TITS brand, or beer company such as Miller Lite etc. will be asked to be removed immediately. Putting tape over prohibited clothing is not allowed, it MUST be changed and not at school.**
- **Pajamas tops or bottoms – unless part of sanctioned school activity.**
- **Shorts and skirts must be mid-thigh length. Mid-thigh length is no shorter than the tips of your fingers with your arms extended and your shoulders in a relaxed position. Students wearing shorts that do not meet this requirement will be asked to call home and request appropriate clothing be brought to school.**
- **Bathing suits, halter-tops, tube tops and strapless tops.**
- **Clothing that reveals underwear. Loose or tight pants, shorts or skirts that reveal underwear are unacceptable.**
- **Tops that reveal the midriff, stomach, or sides of the body or that are too tight, or too low cut are not appropriate for school. Please layer clothing as needed to make sure the breast area is covered. If breasts or cleavage is visible, your top is too low. Boys may not wear side-less tanks or shirts. Students will be given a T-Shirt to wear if their**

- **top in inappropriate.**
- **Footwear not intended for outside use, i.e. slippers.**
- **Boots with cleats or nails, excessively high heels, chains, spikes or other items that may present a safety hazard.**

Additionally:

- **Both male and female students must be fully clothed while on campus or involved in school related activities.**
- **Sweatshirt hoods may not be worn on the head inside the building.**
- **Sunglasses may not be worn inside the building (unless prescribed by a doctor).**

When a student is not appropriately dressed for school, he/she will be reminded of the rules by staff members, asked to change clothing, and will receive a citation. Students who continue to fail to respond to the rules will be given consequences, up to and including suspension.

Food and Drink

No food or drinks in the classroom or hallways, other than water bottles containing water. Make sure you have had your coffee and juice drinks before you go to class. An exception to this is if a teacher arranges a class event that includes food and beverages. In this case, the teacher needs to be prepared with the appropriate supplies for cleaning and picking up the trash.

If you store your lunch and/or drink in your locker, you must take it to the commons area or outside to eat or drink. You may not eat or drink food in the locker bay.

Spills from food and drink are causing tremendous wear on the carpets. Spills also can ruin assignments, class work, and the clothing of yourself and others.

Freedom of Expression

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution and under Article I, Section 8, of the Oregon Constitution. As citizens, students have the right to free expression within certain court-defined limitations; however, they must bear the consequences of such expression.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. Therefore, school officials may find it necessary to review student publications and speeches when they have reason to believe that students are unaware of the possible consequences of their expression. Officials may give advice on matters of libel, slander, journalistic ethics, and the possible effects of publications and/or speeches on the school.

Gangs

Gangs, gang membership, and gang activities are prohibited. A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose activities can cause a substantial disruption of or material interference with school and school activities. Students may not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation to any gang.
- Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 - a. Soliciting others for memberships in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any
 - c. Inciting other students to act with physical violence upon any other person; and
 - d. Committing any other illegal act or other violation of school district policies.

Harassment, Intimidation, Bullying

Physical, written, verbal and cyber harassment, intimidation, or bullying of students or staff will not be tolerated. All students and staff at North Valley High School are expected to treat everyone here with respect and dignity, regardless of a person's personal appearance, ethnicity, gender, political, religious views, or sexual orientation. Administrators and staff are committed to taking any form of harassment

seriously and to aggressively investigating and dealing with reports and taking action to discipline violators. Discipline may result in suspension or expulsion. Students will be asked to sign an *Anti-bullying Statement*.

Off Campus Conduct

Off-campus activities that violate the District's code of conduct may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school. Fighting off school grounds, cyber-bullying from home computers, vandalism of a teacher's or another student's property off school grounds are examples of things that may impact the safe and efficient operation of the school and could result in discipline and referral to law enforcement officials.

Profanity, Obscenity, Vulgarity

The use of improper or profane language in school and/or at school activities is not acceptable. Offenders may be excluded from classes or from school or be assigned a detention. **Profanity, obscene, or vulgar language or gestures directed at NVHS staff will result in an in-school suspension.**

Public Displays of Affection (PDAs)

The student body and faculty strive to foster desirable standards of behavior in the halls and about the school campus. We encourage wholesome relationships, but inappropriate and/ or prolonged public displays of affection will not be tolerated. It is expected that students will adhere to the "THREE SECOND" rule. A kiss or hug should not last more than three seconds. Parents of students who persist in this type of behavior will be called and asked to come in for a conference. Students may be given in school suspension for repeated offenses.

CD Players, DVD Players, iPODs, MP3s, Cell Phones, Pagers, Walkie-Talkies, and earbuds

To minimize disruptions and prevent the possibility of theft or damage, radios, tape decks, walkmans, pagers, CD players, iPODs, and other electronic devices are best left at home. All electronic items are highly sought after and easily stolen. Please clearly mark all valuable items with your name. There is little the school can do if your electronic device is stolen. We do not have the resources or time to carry out investigations. Please understand that these items are brought to school **at your own risk**. The school is not responsible for their replacement and limited (if any) time will be given to investigate the situation. All of the above items and any other electronic device are here absolutely at your own risk.

If you do bring CD players, iPODS, MP3 players, etc. to school, they are NOT to be used in any classroom, computer lab, library, or in the hallways during breaks, passing times, lunch, and after school unless permission is given by a teacher or administrator. The first time this rule is broken, the item will be confiscated for the remainder of the day. The second offense will result in confiscation until a parent comes into retrieve it. Chronic offenders will not be allowed to have these items at school.

Student to student walkie-talkies are not allowed on campus at any time and will be confiscated. Student interference with school walkie-talkies is strictly prohibited and will result in suspension and/or a call to law enforcement.

Cell phones can be important tools for students to have when they are traveling or staying for after school events. If you have a cell phone, it must be turned off during the school day, except for before school, lunch, during morning and afternoon breaks and after school. Phones are to remain off during passing times. If you use a cell phone (including text messaging) during the school day (except for allowable times) it will be taken from you for the remainder of the day. Repeat offenders will need to have a parent come and get the device. Chronic offenders will not be allowed to have a cell phone at school. Make sure that you have informed your parents, friends, and family not to call during the school day. Please ask your parents to contact the school office and we will get a message to you – immediately if it is an emergency and at the next break if it is not.

If a phone rings or vibrates in class, the teacher may confiscate it and bring it or notify administration. Please respect these guidelines so that we may continue to be able to allow cell phones at school.

In case of emergencies such as power outages or possible school closure during the school day, the school staff may grant permission for students to use their phone to contact parents. Please do not call at the sign of the first snowflake or power flicker to get permission to go home. Using your phone without permission to do this will be considered a violation of the policy and your phone will be confiscated.

Sexual Harassment

Sexual harassment in any form is prohibited. Sexual harassment is written, verbal, physical or cyber conduct of a sexual nature and may include requests for sexual favors or other intimidating sexual conduct directed toward another student or school personnel. Please refer to the district *Student Rights and Responsibilities* handbook for specific examples of sexual harassment.

Sexual Misconduct

School policy and Oregon law prohibit unwelcome behavior of a sexual nature that is directed toward another person. Please refer to the *Student Rights and Responsibilities Handbook* for specific examples of sexual misconduct.

Sexually Inappropriate Behavior

Consensual sexual contact between two people on school grounds is inappropriate and will be dealt with according to the guidelines of the district's discipline matrix.

Skateboards, Rollerblades, Bicycles, Scooters, and hoverboards

You may use skateboards, rollerblades, bicycles or scooters to get to school, but once they are here they may not be used on campus, unless they are part of a sanctioned school activity. We have such a limited walk area that it creates a serious safety hazard if used on campus. If these are used on campus, they will be confiscated and released to the student at the end of the day. Repeat offenders may lose the right to bring above items on campus.

Small Children and Pets

You are not allowed to bring little children to school unless it has been approved by administration and related to a class project. You are not allowed to bring pets to school unless the pet is part of classroom activity and there has been teacher and administrator approval.

Spitting

Spitting on floors, walls, sidewalks, in drinking fountains or other areas where people walk and "live" is rude, disrespectful, as well as highly unsanitary. If there is an emergency and you need to spit, use a tissue or the restroom toilet. If you are a habitual 'spitter', we will work with you to help you learn how to conduct yourself appropriately in society. This "work" will include consequences asking you to sanitize the area containing your saliva!

If we have issues with gum being spit out in drinking fountains, in classrooms, in hallways, or on the sidewalks, we will have to consider disallowing gum chewing at school. This includes taking your gum out of your mouth and sticking it under chairs and tables. **Sunflower seeds and nuts with shells are not allowed at school.**

Tobacco/E-cigarettes/Vapes

North Valley High School is a tobacco/smoke free campus. Tobacco/E-cigarettes/Vape use of any kind (**including chew or tobacco**) is illegal on any school property for adults and students. This includes parents and visitors as well as school staff and students. Additionally, student possession of Tobacco/E-cigarettes/Vape in any form on the school premises or while attending school-sponsored activities is prohibited. If you have parents or guardians who smoke (or chew), please remind them that once they come on campus, smoking (or chew) is not allowed. This includes smoking in your car or outside the school during games.



Possession or use of tobacco related products such as lighters, matches, ecigs, vapers, "roll your own" products or other tobacco-related products can lead to suspension. Repeated offenses may result in expulsion. Tobacco use (**including chew or tobacco**) will affect your participation in athletics and activities. First offenses will result in suspension for 14 calendar days for participation in extracurricular activities. Second and third offenses will result in a longer suspension and then full suspension from the activity. In addition to school suspension, students less than 21 years of age using or possessing Tobacco/E-cigarettes/Vape products may be referred to law enforcement.

Vandalism

If you are involved in vandalism or defacing school property you will be expected to reimburse the school for the amount of damage, clean up damage if possible, and will be subject to other disciplinary

action which may result in expulsion. Vandalism may be referred to law enforcement.

Weapons

Students are forbidden to bring weapons on school grounds or in the case of firearms, to bring them within 1,000 feet of school property.

- A dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, 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 injury.
- Dangerous weapons could include, but are not limited to: Guns, gun parts, pellet guns, knives, including pocket knives, any cutting instrument consisting of a sharp blade attached to a handle, any cutting edge, any blade or other sharpened or pointed instruments, bludgeons, brass knuckles, pepper sprays or other types of spray, including mace.
- Weapons of any kind (including pocket knives) do not belong at school. Items will be confiscated and appropriate discipline enforced.
- Replicas of weapons. i.e., model gun, fake dagger, etc. are prohibited and will be confiscated. If these items are used to threaten or frighten others, the situation will be treated as a dangerous weapons violation or harassment/intimidation/bullying violation depending on the circumstances.
- No weapons are to be stored in a vehicle driven on campus. Guns cannot be stored on gun racks or under the seat, even for hunting purposes.

Discipline

The goal of our discipline procedure is to find the best possible solution for the individual student while at the same time protecting the rights of the total student group. Discipline will be administered according to Oregon State law and Three Rivers School District Board policy. Serious or repeated offenses could result in eventual expulsion. The police may be summoned on any of the behaviors prohibited by the school. The Standards of Student Conduct apply to school, school activities, school property, buses, and on and off campus school events. The major objectives of discipline are to protect the rights of all students to learn and the rights of everyone to feel and be safe at North Valley High School and NVHS activities. Teachers must be able to conduct school programs free from disruption and from the kinds of distracting behavior that impede learning. Discipline at IV may include the following:

Ed Lab and Detention

If you are assigned a detention in Ed Lab for a class period (s), a lunch period, or a full day (in-school suspension), you must remain in the Ed Lab classroom throughout that time. No talking, laying down your head or sleeping is permitted in Ed Lab. Students are expected to work on school work or read the entire time spent in Ed Lab. If students do not bring work to the detention, behavioral work packets will be assigned and must be completed appropriately. Failure to complete the packets will be treated as defiance of authority. Disrespect toward the Ed Lab supervisor will lead to an immediate out-of-school suspension.

You may not be tardy or truant to Ed Lab. The Ed Lab supervisor will have discretion in whether to allow you out of the room for lunch, bathroom visits, or other business. Further discipline may result from poor Ed Lab conduct. You are expected to follow all behavior guidelines established by the Ed Lab supervisor. Failure to do so will result in more severe disciplinary action. If you are late to your Ed Lab detention or do not show up, you may receive progressive disciplinary consequences.

Lunch Detentions - Students will receive a reminder of a lunch Ed Lab assignment during 3rd period. Students **must** immediately get their lunch and report to Ed Lab within 10 minutes of the lunch bell.

Suspension

Suspension temporarily denies you the privilege of attending your regular classes and school events. Depending on the violation and other circumstances, students may be assigned to **in-school suspension** or **out-of-school suspension**. For in-school suspension, students will spend the assigned day(s) in Ed Lab. In out-of-school suspension students will not be allowed to attend school or to be on any school premises. In both cases, suspended students may not attend school activities such as games and dances on the days of the suspension. **If a suspension falls on a Friday and/or a Monday, no weekend school activities may be attended.** A suspension will not exceed ten school days for any one offense. An administrator will assign suspensions. You may be not allowed to make up daily worked missed while on suspension, but you will be allowed to make up tests or complete projects that were connected to work being done before the suspension.

Expulsion

If you consistently violate common school rules, commit gross violations, or do not correct your behavior after suspensions have been administered, you may be recommended for expulsion. Expulsion denies you the privilege of attending school, attending school activities, or being on school premises for the remainder of the current term unless the term ends within such a short period of time that the expulsion would not be effective. For serious offenses, such as possession of a dangerous weapon, expulsions may (and in some cases must) last for a full calendar year. The district hearings' officer assigns expulsions. An administrator may recommend the expulsion of a student on the first offense for a serious breach of discipline. For complete information on hearing procedures, look in your copy of "Minimum Standards for Student Conduct and Discipline."

Suspension of Driving Privileges

The superintendent or school board may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) to suspend a student's driving privileges or the right to apply for a driver's license on the basis of conduct as defined below:

1. A student has been expelled for bringing a weapon on school property.
2. The student has been suspended or expelled at least twice for any of the following reasons:
 - a. Assaulting or menacing a school employee or another student.
 - b. Willful damage or injury to district property.
 - c. Use of threats, intimidation, harassment or coercion against a school employee or another student.
 - d. Possessing, using, or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function, or event.
3. The first request shall not suspend driving rights for more than one year but a second request may deny driving privileges until age 21.

The procedure for applying for suspension of driving licenses is defined in Three Rivers School Board Policy,

5870 – JHFDA

Furthermore, Parking on this campus is a privilege not a right and can be revoked for any unsafe or illegal operations of a motor vehicle. This also includes the violation of school rules.

Academic Counseling

You and your parents are encouraged to meet the counselor and make use of the services provided. It is our belief counseling assists students in developing their full potential. We believe in the dignity of the individual, in their uniqueness, and in their responsibility to become contributing citizens of our community. Please come by the counseling office before or after school or during breaks or lunch to make an appointment to see the counselor. Parents may drop by or call if they need to speak to the counselor. The counselor will always try to meet with you as soon as possible. The counseling office is available to:

- Provide student counseling concerning school and personal issues.
- Help with scheduling and class selections and assist with course challenges.
- Work with parents.
- Process transcript requests.
- Provide credit evaluations.
- Assist teachers and administrators in resolving students' problems.
- Provide college counseling (information, applications, etc).
- Provide scholarships and financial aid assistance.
- Evaluate standardized test results.
- Help students in any way possible to make North Valley High School a fulfilling and happy experience.

Registrar

The registrar can help you if you need grade changes, grade verification for car insurance, copies of records, or proof of attendance and enrollment.

Schedule Changes

No schedules will be changed after the semester begins without a compelling reason and permission of the teachers involved and an administrator.

Scholarships

Information on a number of college scholarships and other kinds of college financial assistance is available through the Counseling Center and ASPIRE. Seniors will be given this information in the fall and throughout the year. Listen to daily announcements. All of these scholarships have requirements and deadlines to which you must pay careful attention

Student Records

According to Oregon Revised Statute 376.565, all public schools are required to keep certain records relating to students. These records are available to you and/or your parents to review at any time. Contact the Counseling Center if you desire to see your records. The district will, from time to time, share student directory information following district policy.

Transcripts

You may have a transcript mailed from the counseling department. If possible, provide a stamped and addressed envelope.

Procedures

Backpacks

Backpacks are convenient for carrying materials to and from school. Due to the constraints of the classrooms, backpacks present a safety issue and students are encouraged to store them in their lockers. If taking your backpack becomes a safety concern, the teacher may require you to not bring it to class. Backpacks are to be stored in the student's locker during lunch and are not to be brought into the lunch line or left on the floor in the Commons.

Bulletin Boards

Items of special interest will be posted on the bulletin boards. Get in the habit of referring to them periodically. Permission to place bulletins anywhere on campus must be obtained from the administrative office.

Do not tamper with items on bulletin boards. Respect the work and property of other.

Campus Security

To help maintain campus security, outside doors will remain locked during the day. The exceptions to this will be one set of doors by the front office.

Closed Campus and Off Campus Passes

NVHS has a closed campus. That means no one is allowed to leave campus without prior permission and without a pass. If you are planning to leave school early, you must bring in a signed note to the main office before school starts to allow time to process and verify the note. No verbal/phone passes will be permitted except in an emergency situation and only by the administration. Off campus passes are issued for medical, emergency, school or personal business reasons. **Off campus passes are not issued for going to lunch. Students will be allowed to leave campus for lunch only if a parent comes to get them and signs them out in the main school office.**

You are not allowed to have other students in your vehicle without permission during the school day. If you transport students off campus without permission you will have your parking privilege suspended and will not be allowed to bring your car onto the campus. You will also be required to turn your keys into the office for at least the semester.

You must check out with the main office any time you leave or return to school. If you leave campus without a pass, you will be marked as truant to classes and it will be dealt with as an act of insubordination. You must be prepared to show your off-campus pass if asked to do so. Students who are leaving every day to work at the elementary or middle school will be issued a long-term pass. You must be prepared to show that pass if asked to do so.

Change of Address/ Phone

It is extremely important that you keep your address and home phone number up-to-date by letting the main office know when you move. It is essential that you inform the office of changes in phone numbers. This allows us to update our records and avoid problems when trying to contact you and your parents.

Daily Bulletin

The bulletin is read every morning. The bulletin includes information about events, scholarships, deadlines, and other important aspects of NVHS. You may also pick up a copy of the bulletin in the office. Listen and/or read so you are informed! The daily bulletin will also be on the school's website, so you may check out upcoming events from your school or home computer.

Directory Information

Three Rivers School District designates the following data pertaining to each student as directory information: Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members, dates of attendance, awards and honors received, and the most recent previous educational agency attended by the student.

Designated as directory information, the above items will be made available to school support agencies

such as suppliers of photographs, school rings, colleges, and booster clubs, etc. If you do not want directory information shared, your parent or guardian must submit that request in writing within ten days of your enrollment form being turned into the office

End of the Day Departure

When you have finished your scheduled classes and extracurricular activities, you **must** leave campus. You may not loiter in the halls, on the campus, or in the parking lot. If you are staying on campus after the end of the school day, you must be under the direct supervision of a coach, teacher, or activity supervisor.

Fees

Students will be required to pay certain fees in some classes. Some examples are: PE uniforms, First Aid Card (Health), extra film (photography), AP testing and supplies that are used that are above and beyond normal requirements. For example, a student wanting to build something in the shop that is *different than what is required will need to pay for the additional materials.*

Hall Passes

You must have a staff-issued pass to be out of class during your regularly assigned class periods. You can expect to be asked for a pass. Misuse of a pass or excessive use of passes will result in loss of the pass privilege and possible other action. You will be placed on a “No Pass” list if you are in the halls without the authorized pass.

Health Room

If you feel sick, get a pass from your teacher and go to the front office where the health room is located. The school is not responsible for injuries sustained in school. Students who have purchased school insurance will have some coverage if accidents are reported immediately to a staff member.

Internet Use and Computer Use

North Valley has Internet access to assist students with research and to connect our student body with others around the world. Internet access is a privilege and is only granted to students who have read, agreed to, and signed the Internet contract, which explains conditions for use. If at any time a student violates any one of those conditions, she/he will lose the privilege to access the Internet at school. This may be a major issue in some of your classes. All students will be asked to sign a computer use contract and to abide by the rules in that contract. Students who fail to do so will lose access to all computers in the building. Remember that these computers are the property of the school district. District personnel have the right to access your accounts.

Library

The library is to be used for study, reading, and research. Fiction and nonfiction books may be checked out for a two-week period and periodicals for one week. Reference books may be checked out overnight only. There is a five cent fine per day for overdue books.

Library privileges may be lost due to inappropriate use of the library or if library materials have not been cared for properly. All books and materials borrowed are your responsibility and must be paid for if lost, stolen or damaged.

Students may access OSLIS (Oregon School Library Information System) from home and school. It is a great resource for research. You will be given a password in your English classrooms that you can use at home.

The library also has some games like Chess, Checkers, and other board games that can be played before school and at lunch. Check those out for use with the librarian.

You will not be allowed to use the library during class times without a pass from a staff member. When you come to the library during class with a pass, you are required to sign in and out with the library manager or his assistant. The exception to this is if your teacher comes with the entire class.

The library will be open from 8:00 AM until 4:00 PM. The library will not be available for playing games after school.

Lockers

Lockers are the property of the school and are assigned to all students. Lockers are subject to inspection at any time and may be inspected upon suspicion of tobacco, alcohol, illegal drugs, and/or weapons. Lockers may be searched with or without student notification. We do not need permission to check your locker. Periodically, locker searches with police department drug dogs will occur if a building administrator suspects there are illegal substances or materials in school. Each student is issued their own locker when they return a completed enrollment packet to the office.

Locker Rules:

- Do not share your locker with another student.
- Do not give anyone else your combination...not even your best friend for ever and ever!
- Do not keep things of value in your locker.
- Do not leave your locker on the final number of your combination! This is a trick that most people know and this makes it very easy for others to get into your property. Spin your lock when you close it.
- Do not write, scratch, or rub names or remarks on your locker or anyone else's locker.
- Do not hang things on the outside of your locker.

Students who are unwilling to follow the rules will lose the privilege of having a locker at school.

Lost and Found

If you have lost an item, check with the custodian, library, or the office. Valuable items (wallets, watches, etc) will be kept in the office. Clothing, books, and backpacks will be in Library or custodians. Personal articles that are not claimed in a timely manner will be disposed of by donation to charitable organizations.

Meals Program / Food at School

Our cafeterium is a clean, friendly place. Be responsible and respectful and clean up after yourself. Put trash in garbage cans. Failure to do so will result in being assigned to clean-up duty in the cafeteria. Student breakfast, lunch, are provided free of charge. We also offer a dinner meal at 4:30 for those students waiting to take the activity bus home.

Unless approved by the administration for individual cases, breakfast will not be served after the warning bell to go to first period, snacks will not be purchased at break after the warning bell to go to class, and lunch will not be served to students before the lunch bell.

All food will be eaten within the common's area, in the courtyard, or outside the building. No food will be eaten in the hallways or locker bays. Food may be eaten in classrooms only with the teacher's approval and with the teacher present. Use trash cans to dispose of uneaten food and used containers. This is important both in and out of the building. If trash becomes a problem outside, students will lose the opportunity to eat outside. Be respectful of our school and the staff. Be careful and clean up after yourself. Furthermore, no drinks except water shall be permitted in the academic area.

USDA NONDISCRIMINATION STATEMENT-Child Nutrition Programs

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available

in languages other than English.

To file a program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Medications

The school is not allowed to dispense prescription medication unless prescribed by a physician. All prescriptions that must be taken during the school day must be turned into the office. The parent or guardian shall make all requests for the school to administer medication to a student. Requests must include the written instructions of the physician for the administration of a prescription medication to a student. A prescription label will be sufficient to meet the requirement for physician instruction.

For the administration of a nonprescription medication (aspirin, non-prescription cold medication), written parent permission and instructions for use must be submitted along with the medication. All medication, prescription and nonprescription, must be in the original container.

The school office will provide the 'Authorization for Medication Administration by School Personnel' forms for you to fill out.

For safety reasons, students should not carry medications of any kind on their person. The only exception to this rule is situations where immediate access to the medication is necessary. These cases must be approved by the office and be accompanied by physician's approval. Sharing of medications, prescription and nonprescription, is not allowed at school and could result in suspension or expulsion.

Medical Policy for Class Participation

When a physician restricts or limits a student's participation in class activities for treatment of an injury or illness, the teacher shall not allow the student to participate further until a doctor has issued a written release approving participation.

Messages to Students

Telephone messages to students will be taken only from parents and employers and in **emergency** situations only. Make sure you should take care of personal business before or after the school day. Know where you are going after school before you leave home in the morning. The office can get more than 100 calls a day asking for students to get a message. We do not have the time or the resources to keep up with this. If messages are left at the end of the day, we cannot guarantee that you will receive the messages and this can lead to upset and confusion for all involved.

Motor Vehicles and Parking Policy

Three Rivers School District provides transportation to and from school for the students of the school district. If you have an automobile and would like to bring it to school, please learn and follow the rules regarding vehicles on campus.

Parents and Students:

A yearly fee of \$5.00 will be charged for each vehicle used at the beginning of each school year or when permit applications is made.

The permit number issued to that vehicle will change each year.

Each permit must be renewed at the beginning of each school year. Each vehicle a student parks must have a permit.

All students who park motorized vehicles on North Valley High School Property during school hours are required to register and display a parking permit in/on the front windshield (inside).

Students are to park in their designated Parking Lots. The Student Parking Lot may be patrolled during the day by security/Josephine County Sheriff's Department or other high school staff. No one is allowed to loiter in the Student Parking Lot. Students who need to leave early must check out from the office. Students who need books, etc. from their cars during the day must check with the front office or an administrator.

Students who persist in parking in areas marked with NO PARKING signs, VISITOR parking, or Faculty parking will be warned-1st infraction then for a 2nd infraction the students will receive a \$10 fine, finally, for a 3rd infraction a registered vehicle, the vehicle may be towed and a \$50 impound fee assessed.

Speed limits on campus are 5 m.p.h. Speeding and/or irresponsible driving will not be tolerated and will be referred to the appropriate authorities.

NORTH VALLEY HIGH SCHOOL IS NOT RESPONSIBLE FOR ANYTHING

LOST, STOLEN, DAMAGED, OR VANDALIZED WHILE PARKING OR DRIVING ON CAMPUS.

*Students can purchase reserved parking spots through NVHS leadership for an additional fee

North Valley High School is a closed campus. This means that you are not allowed to leave the campus at any time during the day without an office campus pass. If you leave campus by auto, either yours or another person, you may be banned from driving to school for a period of time and your keys will be turned into the office during the school day. Continued violation of this policy will result in suspension.

If you transport students off campus without permission you will have your parking privilege suspended and will not be allowed to bring your car onto the campus. You will also be required to turn your keys into the office for at least the semester.

If you decide to drive your vehicle to school, you may park in the south student parking lot or in front of the school. Yearlong parking slots may be purchased (for a very reasonable amount) from leadership at the beginning of the year.

Do not park:

- In the visitor or handicap space.
- In the circle reserved for busses
- Along any curb marked red.
- In more than one slot or on the curbs.
- In any non-authorized student parking area
- Do not park in the north parking lot by the Weight room and shop

You must know and follow the speed limits and parking policy of North Valley High School. Remember the speed limit on campus is 5 mph. The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school or our students. Taking other students off campus during school time, failure to follow basic traffic laws, speeding and reckless driving will result in consequences including having to turn in your keys to administration when you arrive at school for a minimum of one week. Continued violations will result in students not being allowed to bring a vehicle on campus and law enforcement may be notified.

Illegal substances, apparatus or weapons stored in your vehicle on campus are prohibited and students will be reported to the police and subject to school discipline..

NVHS will not be liable for stolen or damaged vehicles or their contents. Leaving your car on campus is at your own risk. If we are able to identify who did the damage we will notify the authorities and implement discipline if it is a student.

Students are not allowed to be in the parking lot during the normal school day without a pass from the office.

Sales/Advertising

Students, staff members, and/or school facilities may not be used in a manner for advertising, selling, or promoting the interests of any community or non-school agency or organization without the prior approval of the building administrator. The building administrator will stamp or initial the material being posted around the school facility.

School Bus

Riding the bus is a privilege, a service provided by the district that may be revoked at any time. Specific rules are posted on the bus. If you fail to follow these rules or other directives of the bus driver you may lose your bus privileges. When you are on the bus, you are under the direct authority of the bus driver. Bus drivers have the right to assign seats on the bus. NVHS behavior guidelines are in effect at all times when you are being transported. Failure to follow these guidelines and requests of the driver will result in disciplinary action that will be recorded on a bus citation. All of most buses will have security cameras in use during their routes.

You must ride your assigned bus unless you receive a bus pass slip that is issued from the main office upon receiving a note from your parent. The office will call on all notes to verify them. You must give the office time to do that. Bring your notes to the office by noon or you may not be able to go on another bus.

Activities, Athletics, and Field Trips - The coach or advisor is responsible for student conduct and works with the bus driver. You may ride home with your parent(s) (**no one else**) from the event **IF** the parent clears this with the coach or advisor. Students are **NOT** allowed to transport themselves and other students to **ANY** school sponsored event.

Search and Seizure

North Valley High School seeks to create a climate in the school that assures the safety and welfare of all. Equipment such as lockers belongs to the school district and you are allowed to use this equipment as a convenience. The school may search lockers at any time and insist that they be properly cared for and not used for the storage of illegal items. The rights of the individual shall always be balanced with the needs of the school. A search of a student's person will be limited in a situation where there is reasonable suspicion that the student is hiding evidence of an illegal act or school violation.

Remember: A search of a student's locker may be conducted for any reason.

- Law enforcement officials in accordance with law may conduct a search of a student's person or assigned student storage. This could include the use of a drug dog.
- Illegal items seized may be turned over to law enforcement, your parents, or destroyed by the school.

Security Cameras

NVHS has security cameras in place throughout the building. These cameras are all clearly visible. The purpose of these cameras is to help keep the students, staff at NVHS, personal property, and the facilities safe. There are not hidden security cameras at NVHS.

Sexuality Education

State regulations require school districts to teach sex education and to give parents/guardians an opportunity to review course materials. Sexual education is taught during Health II and will normally be taken in the 10th grade. ORS 336.465 requires schools to notify parents in advance of any instruction on human sexuality or HIV and give them the opportunity to preview materials. In addition, no pupil shall be required to take or participate in any instruction on human sexuality or HIV if the pupil's parent or guardian submits a written request to provide an alternative activity for the student. Refusal to take or participate in any class, course, assembly or school-sponsored activity on human sexuality or HIV shall not be reason for harassment, suspension or expulsion of the pupil.

Signs

No sign is to be made on any carpeted area. Tables or hard surfaces should be used for painting to prevent spills on the carpeting that may leave a permanent stain. Some markers and paints will stain the tables and floors. Please check with a custodian to decide the best place to make your signs. **All signs must be approved by office personnel before hanging.**

Any signs dealing with activities sponsored by groups outside North Valley High School must be approved by an administrator prior to their being displayed.

Telephone Use

Students will be allowed to use the office phones only in an **emergency**. In the majority of the situations, office staff will make the phone call for you and discuss the issue with the party involved.

Textbooks

You will be provided textbooks free of charge. You are responsible for keeping them in good condition. Any damage to or loss of a textbook will result in a fine. Thefts of textbooks are student liabilities. You will not receive your diploma if you have lost textbooks you have not paid for. Textbooks are now costing \$60 or more, so losing one can be expensive. Do not leave them around the school thinking you will pick them up later. Later they may not be there and you will be responsible.

Visitors

Parents are welcome at North Valley High School. All visitors, including parents, must first come to the main office and arrange the conditions of their visit. Other high school students will be allowed to visit only in very special circumstances and only if the visit has been arranged and approved by an administrator and teachers **at least a full day** ahead. This means that if you plan to bring Cousin Suzie with you on Friday morning because she is visiting you from North Carolina but is thinking of moving here you must get that cleared by Thursday morning. If you bring Suzi to school on Friday without having it cleared, someone will be called to come pick her up. If no one is available to do that, she will spend the day in the office or in Ed lab. Suzi will not like you much by the end of that day!

All visitors must wear a visitor's pass when they are in the school. These passes will be given when the visitor checks in at the office.

Emergency Procedures

Earthquake Preparedness

Earthquake drills will be conducted to prepare students for possible tremors or aftershocks. Teachers will give basic instruction. The best procedure is this three-step process:

1. Duck: Get under a sturdy piece of furniture or a doorway. Do not duck under objects that could collapse. (If shelter isn't available, move against an interior wall, stay low, and cover head and neck with arms.)
2. Cover: Keep head and eyes protected from falling or flying objects. Cover head with hands and arms.
3. Hold: If under a piece of furniture, grab it. If it moves, move with it. Stay under the shelter until the shaking has totally stopped.

Four other points are important to remember:

1. Stay away from windows, tall bookcases, cabinets, and hanging objects such as lighting fixtures.
2. Do not hide in places such as closets; this may impede chances of being rescued.
3. Be prepared for aftershocks.
4. Stay inside until cleared to go out. Once notice has been given to exit the building, report directly to the softball field.

Fire Drills

Drills will be scheduled once a month. All teachers will discuss exit routes and procedures with each of their classes. Students shall leave the building immediately in a quiet, orderly manner and report to their teacher and designated area on the north practice field. Students should take backpacks with them.

Students not in their classrooms at the alarm shall immediately vacate the building by the closest exit and report to their classroom teachers. Everyone will wait for the all-clear signal (three bells) before returning to the building. Do not assume when you hear the fire alarm that it is a drill. Always respond as though it might be the real deal. This will ensure that safe and speedy evacuation will happen in case we do have a real fire.

Lock Downs

If we need to secure the building in a lockdown situation, it is essential that students respond quickly and as calmly as possible. Lockdowns will be for one of two reasons: threat from the outside or threat from the inside. Teachers will go over the procedures with students. Do not leave the building if the fire alarm goes off during a lockdown

Lock Out

In the event of a lock out, designated personnel will lock the perimeter doors and business will go on as usual only within the school. No persons shall be allowed to exit or enter the building during a lock out..

Appropriate Use of Technology Policy

General Rule

Internet access and interconnected computer systems are available to the District's students. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Acceptable Uses

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the District's stated educational goals; or (2) for legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of all users through direct observation and/or technological means, to ensure that no one is accessing such depictions or other material that is inappropriate. The Superintendent or designee shall enforce the use of such filtering devices.

Inappropriate use is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The system administrator and/or superintendent shall monitor student Internet access.

Unacceptable Uses of Network

The following are considered unacceptable uses and constitute a violation of this policy:

1. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive, or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential trade secret information or copyrighted materials. Using school equipment to download music, and/or burn CDs is strictly prohibited.
2. Uses that cause harm to others or damage to their property, including but not limited to, engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
5. Students are prohibited from joining chat rooms, or downloading instant message programs to District computers, unless it is a teacher-sponsored activity.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement, found at the end of this handbook, prior to having access to the District’s computer system and/or Internet Service.

Violations

If there are violations of this policy, the student’s access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the superintendent will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time with his/her decision being final.

Who Do I See About?		
WHAT	WHO	WHERE
Bus Passes		
Emergencies	Sue Powell	Front Office
Enrollment	Receptionist	
General Information		
Visitor Passes		
Homework Request		
Free and Reduced Lunch Applications		
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Transcripts		
Grade change forms	Tammy Anderson	Counseling

Grade Verification for car insurance Proof of attendance and enrollment	Registrar
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Who Do I See About?

WHAT	WHO	WHERE
Alternative Education Request Edgenuity College Information Credit tracking GED Exploration/GED Requests Personal Issues Schedule Changes 504 Issues SAT and ACT Test information	Diana Miller Monica Orndoff Counselor	Counseling Counseling
Buy ASB Cards Purchase Yearbooks Parking permits or spaces Pay for gym clothes Pay class and activities fees Purchase orders/turn in receipts from purchases with ASB funds (clubs and Leadership) Advanced Placement (AP) Test Registration Locker Assignments	Michelle Duncan Bookkeeper	Bookkeeping Office (by main office)
Eligibility for sports and other activities (Student Activity Participation form) Request activities approval Team pictures Use of facilities form Field Trip Form Dance Packets	Sara Evans Athletic/Activities Secretary	Front Office
Attendance print-outs Off Campus passes Admit Slips Tardy Passes Clear Truancies Ed Lab (Lunch Detentions and In School Suspensions)	Amanda Sarver Attendance Clerk	Ed Lab
Office / Discipline Referrals Student Study Team Special Requests Complaints against students PBIS Complaints against coaches Athletic / Activity Issues	Assistant Principals Athletic Director	Front Office Counseling
