



Salty's Guide 2015/2016 (Student Handbook)

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Introduction

HELLO, WELCOME TO MAPLETON SCHOOLS!

This handbook has been prepared to acquaint you with traditions, policies, procedures, and regulations that guide the main phases of life at Mapleton.

The main purpose of these guidelines is to develop procedures through which intellectual and social maturity may be developed and pleasant working conditions may be maintained. Within the framework of individual and group responsibility, independent decisions must be accompanied by careful consideration of school standards. Each student is not only an individual but also a part of a larger group, the school, and the community.

All students, therefore, are expected to know, understand and observe the standards that have been established and set down in this handbook. The privilege of making independent decisions involves the responsibility of accepting the penalty if such choices violate the spirit of the regulations. It is the hope of the student government and the administration that this handbook may aid you in becoming better citizens.

MAPLETON HIGH SCHOOL PHILOSOPHICAL STATEMENT

The central purpose of Mapleton High School is to equip students with the skills necessary to become productive, responsible citizens in our democratic society, and to prepare students to be global citizens. Students should be given the best possible opportunities for mental, physical, and emotional development, and be taught life skills that will help them to adapt to a rapidly changing society.

We live in a global society identified by the ever-changing diversity of its members. High school students are in the process of acquiring the necessary skills to become members of this society, and education plays a major role in helping to equip them for this task. At the high school level, the students' intellect is in the process of maturing and he/she is becoming more independent. Students have feelings, desires for success, goals and aspirations. It is up to the educational system to encompass these changes within its curriculum. Teachers can, and should be a tremendous source of knowledge and serve to challenge the students to question, debate, interact, seek knowledge, and become life long learners.

It is the responsibility of Mapleton High School to provide an adequate learning atmosphere by keeping abreast of worthwhile learning materials and innovations, and by providing a safe and secure learning environment. All students must be provided with equal educational opportunities regardless of academic, economic, social, sexual, racial, or religious differences.

We believe the home, community, teachers, administrators, governing body, and students themselves, must be actively involved in the total educational process. There needs to be cooperation and dedication between all to ensure the wholesome and complete development of our youth. With this goal in mind, we then have hope for continuing the basic ideals on which our country was founded.

GOALS

1. Students will be provided with a positive learning and social environment with safe, adequate, and well maintained facilities and equipment. In the classroom, consistent educational policies will be established and enforced. All students will be taught with a variety of teaching strategies that will address various levels of thinking and learning skills.
2. Each student will have the opportunity to obtain the fundamental skills necessary to achieve success in reading, writing, math, social studies, science, practical, and fine arts.
3. Students will be taught to develop work habits and attitudes necessary for future success in a free American society.
4. The school will provide a wide range of general, required courses as well as specialty classes designed to keep students actively learning.
5. Students will have the opportunity for the development of occupational awareness by learning about occupational careers available in all areas of study.
6. Students will be given the opportunity for social and emotional development by providing activities designed to promote physical, mental, emotional, and social maturation.

7. Students will be assisted in learning skills that will teach them how to obtain knowledge, skills, and attitudes from a variety of sources so that they might continue as life-long learners. Students will also be taught problem solving and critical thinking skills.
8. Students will be given the opportunity to explore topics and subjects of personal interest in order to promote the skills of discovery, creativity, rational thinking, and independence of thought.
9. Students will be assisted in developing a positive self-concept and encouraged to develop sound personal values.
10. Students will be given the opportunity to recognize and appreciate the multicultural, multiracial heritage of our American Society and experience positive interpersonal relationships among groups.

GUIDANCE SERVICES

An organized guidance and counseling program is conducted to help students with their educational concerns, their educational and vocational planning, as well as to help students develop personal and social relationships.

Various materials on careers and academic and vocational training institutions, scholarship information, information on armed forces, and other helpful materials are available in the Career Center. The testing program is administered by the counselor who includes both group tests and individual tests. The group tests administered consists of achievement tests, mental maturity tests, personality, and vocational interest inventories.

Students and parents are encouraged to use the administration when problems arise or information is needed.

SCHOOL PERSONNEL

SCHOOL BOARD

Carl West
Michelle Holman
John Simington
Mizu Burruss

ADMINISTRATION & DISTRICT OFFICE/SCHOOL PHONE

Jodi O'Mara, Superintendent, 268-4471
Brenda Moyer, MS/HS Principal, 268-4322
Maria McEldowney, Business Manager, 268-4312
Janice Patterson, Administrative Secretary, 268-4471
Randy Duval, Transportation Supervisor, 268-4782

MIDDLE/HIGH SCHOOL STAFF

Peter Marshall, Science
Elisa Gray, Special Education
Jamie Foster, Student Services Secretary
Jeff Greene, Physical Ed/Health
Tami Jenkins, Instructional Aide
Ruth Larson, Language Arts
Terri Johnston, Instructional Aide
Aaron Longo, Industrial Arts/Athletic Director
Lucinda Longo, Math
Jay Blake, Yearbook/MS Language Arts/MS Social Science
Brenda Moyer, Middle/High School Principal
William Crook, Social Studies/PE

DISCRIMINATION

Mapleton School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact the Special Education Director at Mapleton High School or call 541-268-4322.

Persons having questions about or requests for special needs and accommodation should contact the Special Education Director at the Mapleton School District Office, 10868 East Mapleton Road, phone 268-4312.

ASBESTOS

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

HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion, and loss of driving privileges. Individuals may also be referred to law enforcement officials.

COMPLAINTS

Students having complaints regarding harassment/intimidation, etc. are encouraged to discuss their complaints with Debra Fleming, Special Education Director. Details on how to file a formal complaint are available in Mapleton School District Policy GBN-JBA, and GBN-JBA-AR and may be obtained through the district office or high school library.

Transportation

All members of athletic teams, bands, school clubs, or other school-related groups who travel by school transportation to an event must return by the same transportation. It is recommended that athletes ride the bus as team members at all times. Any exceptions should be in writing and cleared in advance through the principal. If the student has been suspended from riding the bus to and from school, he/she may NOT ride an athletic bus to any sporting events during the suspension period.

Exception: Parents/Guardians may pick up their children at the location of the event by signing a release form provided by the bus driver.

Bus infractions could result in temporary or permanent removal of bus riding privileges and/or suspension or expulsion from school or a combination of the above.

BUS RULES

The safety of the students is of utmost importance. The following rules are designed to assure the safest system possible. Students are expected to follow the rules listed below. Continued violation of these rules will cause the privilege of riding the bus to be suspended.

- I. Rule Governing Pupils Riding the Buses OAS 581-53-010
 1. Pupils being transported are under the authority of the bus driver.
 2. Fighting, wrestling, or boisterous activity is prohibited.

3. Pupils shall use the emergency door only in case of an emergency.
 4. Pupils shall be on time for the bus morning/evenings.
 5. Pupils shall not bring animals, weapons, or potentially hazardous materials on the bus.
 6. Pupils shall remain seated while the bus is in motion.
 7. The bus driver may assign pupils seats.
 8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
 9. Pupils shall not extend body parts through bus windows.
 10. Pupils shall have written permission to leave the bus other than at home or school.
 11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
 12. Pupils shall not open/close windows without permission driver.
 13. Pupils shall keep the bus clean and refrain from damaging it.
 14. Pupils shall be courteous to the driver, fellow pupils and passersby.
 15. Pupils who refuse to promptly obey the directions or obey regulations may as a result forfeit their privilege to ride on the bus.
 16. Rules governing pupils riding school buses will be posted in a conspicuous place in all school buses.
- II. Mapleton School District Bus Rules
1. Large items which cannot be safely transported in a pupil's lap, an empty seat, or directly under a seat are prohibited.
 2. Pupils shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver.
 3. Pupils shall not lower bus windows below the black line except in an emergency or as instructed by the driver.
 4. Pupils shall be at their regular bus stops at least three minutes prior to the published time schedule.
 5. Pupils shall not damage or attempt to damage public or private property at any time.
 6. Pupils are not to throw anything within the bus or from the bus.
 7. Older pupils are expected to look after the safety and comfort of the smaller children.

CONSEQUENCES FOR MISCONDUCT ON BUS

STEP #1:

Written warning is sent home with the student, explaining problem. Warning must be signed and returned to the bus driver. A copy will be kept on file with the office and the transportation department.

STEP #2:

Citation #1 sent home with the student and must be signed by the parent and presented to the bus driver before riding privileges can be resumed.

STEP #3:

Citation #2 sent home with the student, must be signed by the parent and presented to the bus driver before bus riding privileges will be resumed.

STEP #4:

Written warning is sent home with the student, explaining the problem and that Citation #3 will be issued and may result in a five-day suspension of riding privileges if the problem reoccurs or the behavior does not improve. Warning must be signed by the parent and returned to the bus driver. A copy will be kept on file with the office and the transportation department.

STEP #5:

Five day suspension; Citation #4 sent home with the student and must be signed by the parent and presented to the bus driver before bus riding privileges will be restored. Three misconduct notices within nine months may lead to a suspension of transportation privileges. Incidents of physical assault, verbal abuse, interference with bus operating controls and vandalism may result in immediate suspension of transportation privileges, regardless of prior record of misconduct.

Tuition/Fees/Charges

RESIDENCY

Students not residing in the school district must pay tuition as prescribed by the Board. Tuition is payable in advance, and is based on actual per student cost.

Students must report their change of address to the office as soon as possible.

FEES

At the beginning of the school year, each student should be prepared to pay fees for the year. The fees are as follows:

FEE	DESCRIPTION
\$2.00	Towel Fee (required for students taking PE or participating in athletics)
\$10.00	*High School Student Body Card (required if participating in extra-curricular activities)
\$10.00	*Middle School Student Body Card (required if participating in extra-curricular activities)
\$20.00	*HS Yearbook (if purchased during September)
\$30.00	*HS Yearbook (if purchased after September)
\$15.00	*MS Yearbook

*Optional

ALL STUDENTS PLEASE NOTE: The school district does not provide accident or medical insurance for students. Check your family policy to see if you need medical or accident insurance. We strongly recommend that you choose the preferred option if you need to purchase medical insurance, as coverage under the standard option is minimal.

STUDENT BODY CARDS

All students are encouraged to buy an Associated Student Body Card. The student body card admits holders to free admission to all League athletic contests. Students must have a card to vote in the Associated Student Body elections, hold office, represent the school in athletics, etc. Students will not be allowed to participate in athletics, hold office, or vote without one.

HIGH SCHOOL YEARBOOK

The yearbook is published once a year to give students a pictorial record of school and class activities. It is produced through the cooperation of the yearbook staff and advisor. Students sell ads to finance the book. They collect materials and do the layouts for the publishing company. The yearbook staff strive to provide lasting high school memories. Each student is encouraged to purchase this year's yearbook.

CAFETERIA

The cafeteria provides a low-cost lunch and breakfast for students to eat.

Practices that will speed service and help you to use the facilities to the best advantage are as follows:

1. Take your place at the end of the line in an orderly fashion.

2. Observe good manners.
3. Clean the area around you before you leave the cafeteria.
4. Leave all food in the cafeteria.
5. Do not save a place for a friend.
6. Have card/money ready for the cashier.
7. Take tray and dishes to the proper area when finished eating.
8. Put all paper in the waste container.

LUNCH CHARGES

Mapleton School District is participating in the Community Eligibility Program, therefore all students K-12 will receive free breakfasts and lunches for the 2015-2016 school year.

Graduation Requirements

REGULAR DIPLOMA

A regular diploma will be a diploma that will be issued to all high school graduates of the Mapleton School District who have fulfilled the following requirements:

1. They have completed 12 school years of educational experience, or the equivalent, as authorized by the local board policies.
2. The graduation requirements as prescribed.

MODIFIED DIPLOMA

Students will receive a Modified Diploma who do not complete a regular program from the Mapleton School District because of the following reasons:

1. Learning disabled or handicapped students
2. Students for whom a unique reason exists and for whom the basic program has been significantly modified in compliance with ORS 343.295

Such students will have met the following requirements:

1. Attendance has been satisfactory.
2. Completed 12 school years of educational experience, or the equivalent, as authorized by local board policies.
3. Satisfactorily completed the modified graduation requirements as prescribed by the School Board.

MAPLETON HIGH SCHOOL ACADEMIC REGULATIONS

COURSE REQUIREMENTS:

- 4 English/Language Arts
 - 1 World History
 - 1 U.S. History
 - 1 American Government
- 3 Mathematics (Algebra 1 and higher)
- 3 Science (Scientific inquiry and lab experience)
 - 1 Health
 - 1 Physical Education
- .5 Economics

- 3 Career & Technical Education/Art/Language
- 5.5 Electives

24 TOTAL

A one-semester course receives one-half unit of credit. A two-semester course receives one unit of credit.

Additional requirements also include Proficiency in Essential Skills, Education Plan & Profile, Career-Related Learning Experiences, and Extended Application.

COMMENCEMENT

Commencement exercises mark the end of thirteen years of schooling. The exercise inspires the senior to remember the highlights of those past years and to look ahead to the life he/she can make for himself/herself as he/she leaves the protection of parents and school for the experiences beyond. Graduates who are members of the National Honor Society wear gold honor cords. Candle lighters will be voted on by the senior class and must be in grades 7-12 enrolled in Mapleton School District. Seniors who do not attend graduation rehearsal and/or owe outstanding fees will not be permitted to walk at graduation.

EARLY AND DELAYED GRADUATION

Early graduation is the completion of all requirements for graduation in less than twelve years. Students are eligible for early graduation from Mapleton High School after completion of all requirements. Students must have prior approval from the principal.

Delayed graduation is the completion of all requirements for graduation in more than twelve years. Students who have completed four years of high school attendance but who have not yet completed the graduation requirements may continue their enrollment until the requirements are completed or they reach age 21. A student who has successfully completed a G.E.D. will not be eligible for a regular diploma.

Alternative Education

Alternative educational opportunities are available for students needing them. Students demonstrating erratic attendance, disruptive behavior, students recommended for expulsion or who have notified the school of their intent to withdraw from school will be offered alternative education.

Age and maturity of students, access to alternative learning experiences, performance levels, desires of parents or guardians, and all local board guidelines will be considered in any modification of attendance requirements for graduation.

The district may make available to the student (who is under the long term care of a physician) up to five hours a week of the services of a home tutor.

The counseling services provided by the high school counselor are available on an ongoing basis for students participating in approved alternative programs.

Grading and Reporting

Grades are based on student achievement in a given subject area. Consideration is given as to whether the student is performing to his/her ability. These grades will mean more to you if you know the teacher and if you understand what the teacher asks of her/his students.

Assignments for all students are due on the date established by the teacher. Exceptions may be for excused absences and other extenuating circumstances.

Report cards will indicate the appropriate academic grade and the student's work habits and attitudes, and citizenship.

Students with an approved individual educational plan in specific subject areas may be placed on a special grading program.

Incomplete nine-week or semester grades must be made up within two weeks of the end of the grading period for the student to receive credit. Exceptions may be made with the approval of the administrator. After this time, a grade will be given which reflects the student's accumulated points.

Parents are encouraged to ask for conferences with the teacher regarding questions pertaining to the report card or student's progress. Conferences will be held at a time when the teacher is not teaching a class. Calling a teacher out of the classroom for the benefit of one student is not fair to the rest of the students in the class.

GRADES

Grades are to be based on the total points available in relation to the total points the student has accumulated.

Grades will be based on the following percentages:

A = 90 - 100% Excellent quality of work

B = 80 - 89% Good quality of work

C = 70 - 79% Average quality of work

F = 0 - 69% Inadequate quality of work

I = Incomplete

Nine-weeks or semester exams may be given to cover the materials given to the student during the nine-week or semester time period. Nine-week and semester tests shall be weighed more than regular classroom assignments.

Student aides and work experience students will be graded with a "P" (pass), or "NP" (no pass) grade that does not affect their Grade Point Average (GPA).

HONOR ROLL

Students receiving a 3.00 or better grade point average will be listed on the Honor Roll (if graded in five or more subjects). Honor Roll will be published for each quarter and each semester.

EVALUATION OF STUDENTS

Within the framework of statewide and district standards, the teacher shall maintain the right and responsibility to determine grades and other evaluations of students relating to their classroom performance. No grade or evaluation given by the teacher shall be changed without the approval of the teacher, unless the student, parent(s) or legal guardian(s) file an appeal with the building principal within six months of the issuance of the grade or other evaluation. The principal may change the grade, establish additional requirements, or refuse the appeal.

1. Appeals not resolved to the satisfaction of either party shall be heard by the superintendent.
2. The superintendent may change the grade, establish additional requirements or refuse the appeal.
3. The superintendent's decision shall be final and binding.
4. If a teacher has left the district or otherwise is unavailable, the principal shall appoint a teacher as a representative.

ALTERNATE GRADING PLAN

1. Pass/Fail grades may be awarded to students who have met the following criteria:
 - A. The student must be working up to his/her capacity but not up to minimum class requirements.
 - B. The student must have a signed Individual Education Plan (IEP).
 - C. The student has been determined eligible through a meeting in which the following criteria was met:
 - i. The mainstream teacher, the Learning Resource teacher, the counselor (if appropriate), and the principal or her/his designees were in attendance.
 - ii. The Learning Resource teacher showed data to prove that the student lacked specific skills that would be a detriment to that student in particular classes.
 - iii. This committee determined that the student was incapable of achieving the minimum standards in a particular class.
 - D. Parents will be informed of their child's placement under the alternate grading plan and will be given an opportunity to respond.
2. Implementation Procedures
 - A. Once the student has been declared eligible for a specific subject area class, criteria will be written for the student stating what will constitute a Pass grade - e.g., receive a 45% on all test scores.
 - B. High school classes in which Pass/Fail grades are given past the first semester of the tenth grade will not count towards the graduation requirements for a regular high school diploma.
 - C. Students who develop the skills and knowledge necessary to be placed back on the regular grading plan will be removed from the Pass/Fail system at the earliest possible date.
 - D. Students who have been declared eligible will receive a passing grade in the specific subject area class if they have met the following criteria:
 - i. Maintain regular attendance.
 - ii. Turn in all assignments on the due date.
 - iii. Meet the specific criteria established for that class by the classroom teacher and approved by the Learning Resource Center teacher.
 - iv. Are working up to their capabilities.

ALTERNATIVE MEANS OF EARNING CREDITS

COMMUNITY COLLEGE: An Oregon community college approved course of three credit hours meeting three hours per week for 10 weeks will be equivalent to 0.5 credits toward Mapleton High School credit requirements.

HIGH SCHOOL COURSES TAKEN EARLY: Students may receive credit for experiences prior to the ninth grade that are equivalent to Mapleton High School courses.

CORRESPONDENCE STUDY: Students will receive credit for completion of approved correspondence courses. The amount of credit earned will reflect the amount of credit offered for the course.

CREDIT BY EXAMINATION: The primary purpose for credit by examination is to award credit for a course without enrolling in the course to accelerate graduation or give credit for acquired abilities. If a student successfully passes an examination with a minimum grade of 70% for a course through the process of credit by examination, he/she shall be given credit for the course and; therefore, the enrollment requirement for that course, if any, will be waived. Credit for the course will be noted on the student's transcript and the course will count toward graduation requirements, both in total credits (units), and in required course enrollment. Academic grading will not be attached to a successful examination other than a "pass" (P) notation. Students must challenge courses "above" classes already taken. For example, a student would not be allowed to challenge General Math after taking upper level math.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 19 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student(s) maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Permanent records shall include: Name of student; name of school; student birth date; name of parent/guardian/date of entry into school; name of school previously attended; subjects taken; marks received; credits earned; attendance; date of withdrawal from school; social security number; (other information e.g. psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.)

Attendance

EXCESSIVE ABSENCES/LOSS OF STUDENT PRIVILEGES

More than six absences from any class period per nine weeks will be considered excessive. Students who reach 10 absences in any class in any semester, (except for school approved activities) whether excused or unexcused, will automatically lose access to student privileges which may include, but are not limited to, the following:

1. Extra-curricular activities
2. Driver and parking privileges
3. Student socials (dances, parties, open gym, etc.)
4. Lunch/break activities
5. Use of equipment and facilities
6. Team sports

RESTORING STUDENT PRIVILEGES

Students may have the above loss of privileges restored by petitioning the Academic/Attendance Review Committee. Students with unexcused absences on their record should be prepared to explain and document reasons for missing school. Prior to restoring student privileges, the Committee may require the student to make up missed time for unexcused absences and/or require all homework and class assignments be up to date. The Committee may choose to restore some privileges sooner than others. The Committee may also require a parent meeting and/or a plan of action to help the student avoid future attendance problems, which may include referral to the county truancy officer and/or the issuance of a citation with up to a \$195 fine in accordance with OAR 581-21-077.

Daily Policy Guidelines

DAILY BULLETIN

A daily bulletin is printed and read over the intercom to all classes each morning. This bulletin contains notices of club meetings and other important announcements. Announcements will be published in the bulletin only if the principal approves them. Only items of general importance will be published.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

FIRE DRILLS

Fire drills are conducted monthly. When the fire alarm is sounded, students are to move in an orderly manner from their classroom following the route shown on the Building Evacuation Map posted in each room. Students will assemble at the indicated stations outside the building. At this time, the teachers will take attendance and send it to the principal or his/her designee who will be at the front of the building. If the fire drill sounds during the interval between classes, students are to assemble by their class in the parking lot. There is to be no horseplay during the fire drill.

Earth quake drills and lock down drills will also be held sporadically.

GYM FLOOR

Students are encouraged not to walk on the gym floor in their street shoes as dirt damages the floor finish.

LOST AND FOUND

The office maintains a lost and found department. Students who have lost articles may obtain them after identifying them. Lost items of considerable value may be announced in the daily bulletin. All persons who find articles are requested to turn them in at the office as quickly as possible.

OFFICE

All school business is conducted in the office. Unauthorized students are not allowed in the office. All students are requested to transact their business quickly and quietly from the counter. The office is not a storeroom. Supplies borrowed from the office must be checked out with the secretary.

PASSING PERIOD AND PASSES

Adequate passing time between classes has been provided for students so they will not be tardy to their next class. Students will get drinks, use the lavatories, etc. during the passing period, and are discouraged from doing this during class. Students must have a hall pass issued by the teacher if it becomes absolutely necessary for them to leave class. No one is to be out of class without a hall pass.

PE CLOTHES

Students are to supply their own PE clothing. This consists of a T-shirt, shorts, supporter, tennis shoes and sweat socks for the boys; a blouse or T-shirt, underclothes, shorts, sweat socks and tennis shoes for the girls. Students should bring clean clothing each week.

SEARCHES

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the district, which are unlawful, or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

TELEPHONE

The office phone is for official school business only. Emergency calls made during class time must be cleared with the administration.

USE OF THE BUILDING

The doors to the school will generally be open between the hours of 7:00 a.m. and 4:00 p.m. Students will not be in the building other than between these hours unless they are in the presence of a supervising teacher.

Use of the building outside of school hours is to be arranged and scheduled through the office. No students, clubs, or organizations are to schedule meetings unless a faculty representative is present.

All evening meetings are to end by 8:00 p.m. unless special arrangements are made through the office. Whenever meetings are held, students are responsible for leaving the room clean, turning off the lights, etc.

VIDEO SURVEILLANCE

To ensure the health, welfare and safety of all staff, students and visitors to the district property, video surveillance may occur on district property. Students found in violation of Board policy, administrative regulations, building rules or the law shall be subject to appropriate action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record.

Student Activities

STUDENT BODY OFFICERS*

President: Chet Geddes
Vice President: Olivia Nicol
Secretary: Gabrielle Gibney
Special Activities Chair: Hannah Rodet
Audio-Visual Chair: TBD

*Students body officers must be enrolled in five classes per semester, possess a valid student body card and will be held to the same eligibility standards as athletes.

ASSEMBLIES

Student assemblies are held throughout the school year. The primary purpose is to give information, promote a feeling of unity, friendliness and school spirit among the students of Mapleton.

Pep assemblies are often held before important games and meets. These expectations exist:

1. The principal must approve all assemblies at least one week prior to the event.
2. Students should go to and from assemblies and be seated as quickly as possible.
3. All assemblies start with the flag salute. Anyone arriving during the flag salute should remain by the door until the ceremony is finished.
4. Whistling to show approval of a performance is unacceptable.

CLASS NIGHT

Class night is held in May each year for the high school. At this time, awards are given for outstanding achievements in scholastic and extra-curricular activities. Awards are given for outstanding ability in all subjects and to the student leaders of the year. A similar ceremony will be held during the day for the middle school.

DANCE REGULATIONS

1. School dances are for Mapleton High School students and are not open to the public or elementary or middle school students.
2. Dances must be approved by the principal two weeks prior to the event.
3. A member of the student body may invite a person who is not a member of our student body and is responsible for the actions of his/her guest.
4. The request to bring a guest must be turned into the office for approval by the principal no later than Friday noon whether it is a Friday or Saturday dance. Age limit for guests is 20 years of age.
5. The supervisor in charge will call the parents of persons showing signs of drinking/drugs. The students will also receive a substance abuse referral.
6. Anyone aiding someone else to sneak into dances without paying may forfeit his/her right to attend any other dances that year.
7. Anyone leaving the dance may not re-enter.
8. All dances will terminate by 11:30 PM unless the principal gives prior approval.
9. All sponsors of activities will chaperone their respective dances. Chaperones must stay until everyone is gone.
10. Adults will deposit collected money in the night deposit slot at the bank. No money will go home or be stored in lockers or rooms.

HOMECOMING

Homecoming is sponsored annually by the student body of Mapleton High School. It is held in conjunction with a football game in the fall. A pep rally may be held. The coronation ceremony for the homecoming queen and her court will be held during half-time of the football game. Guests for the dance (age limit is 20 years of age) must be approved by the principal. (See dance regulations.) School clothing/equipment (e.g. old uniforms) may not be used for dress-up days unless approved by the principal.

MIDDLE SCHOOL PARTY REGULATIONS

1. School parties are for Mapleton Middle School students only and are not open to the public, high school or elementary students.
2. Parents will provide transportation to and from the party.
3. The supervisor will call parents of persons showing signs of substance abuse. The student will also receive a substance abuse referral.
4. Anyone leaving the party may not re-enter.
5. All parties will start by 3:30 PM. After 3:45 PM no one will be admitted. Parties must terminate by 6:00 PM unless prior approval is given by the administration.
6. A minimum of four chaperones will be needed. This must include at least two staff members. Chaperones must stay until everyone is gone.
7. Adults will deposit any collected money in the safe or night deposit slot at the bank. No money will go home or be stored in classrooms.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization consisting of sophomores, juniors and seniors who meet the organization's requirements. An annual initiation ceremony may be held. Membership is limited to juniors and seniors, but eligible sophomores may attend as probationary members. Students qualify by having good scholarship (minimum of 3.5 GPA), possess positive leadership skills, provide school/community service and are of good character. A faculty committee screens candidates.

OFF-CAMPUS CELEBRATIONS

Parties sponsored by school organizations held off-campus shall be kept to a minimum. The principal must approve them in advance. Parents and faculty members are the only adults authorized to attend school-related activities. Advisors shall be in attendance. The principal must be given the request two weeks prior to the event.

SPRING PROM

The Spring Prom is held during April or May. This formal dance is sponsored by the Junior Class. Guests for the dance must be approved by the principal. Age limit is 20 years of age. (See dance regulations.)

Student Body Funds

All money earned is considered Public Funds according to Oregon State Law and must be carefully monitored. Money earned is not to be taken home, left in lockers, etc.

All items received for fundraisers must be inventoried before being distributed to students. Students should sign for each item they take, as they will have to either return the items or the money for the items.

Students must make sure they get a receipt for money or items turned in, as they will be held accountable.

REQUISITIONS

Requisitions are issued by the office and must be signed by the activity advisor. Observe the following steps in purchasing material for the school:

1. Make a complete list of supplies needed.
2. Have the list initialed by the advisor before submitting it to the office on the requisition form.
3. Present the requisition to the secretary who will present it to the principal.
4. The principal will then issue the purchase order (if approved).
5. One copy is to be presented to the merchant.
6. Sign the merchant's sales slip so we will know who purchased the merchandise.
7. Do not add items to the requisition form once it has been signed.
8. Return the store's paperwork (cash register tape, sales slip, etc.) to the office.
9. Inform office if a check is needed when items are delivered/picked up or if a bill will be sent from the merchant.

Important: The school will not be liable for purchases made without a written request, which includes the advisor's and principal's signature. Purchases made without proper approval become the personal liability of the purchaser.

REWARD MONEY

A reward taken from the student body funds may be given to the person whose information leads to the conviction of a thief, vandal of school property, or person in violation of the weapons/drug/alcohol/tobacco policy. The names of the person/persons receiving the reward money and the amount up to \$50 shall be determined solely by the principal. This information will be kept confidential. The vandal, thief or policy violator will be responsible for repaying the reward money to the student body account. If a reward is to be given, it will be announced by the administrator.

Athletics

All students are urged to turn out for one or more athletic teams. As large a squad as possible will be carried. Ability to play will determine the makeup of the teams. To participate in regularly scheduled play, the student must meet all eligibility requirements.

Major sports competition is open to all eligible students of Mapleton High School. Football, volleyball, basketball, track, and baseball are sports in which league opponents are played. Mapleton is a member of the Mountain West League in football, volleyball, basketball and track and is a member of the Mountain View League in baseball.

Middle School sports consist of football, volleyball, basketball and track and are open to all students who meet requirements.

GENERAL INFORMATION

School Colors: Royal Blue and White

School Nickname: Sailors

School Song: Anchors Aweigh

ELIGIBILITY

The Oregon School Activities Association (OSAA) rules and Mapleton High School eligibility requirements shall govern participation in all activities and athletics. The principal will, in accordance with OSAA requirements, authorize eligibility for certified special education students and emergency situations for physical and other handicaps.

Students must be enrolled in and passing five classes of an approved graduation schedule in order to participate in extracurricular activities and maintain satisfactory behavior.

A list of failing students and those with unsatisfactory behavior shall be compiled each Monday and given to all coaches. The list shall consist of two columns entitled "probation" and "ineligible".

Students who are not passing five classes and/or maintaining satisfactory behavior and are receiving failing grades for two or more consecutive weeks will be listed in the ineligible column. The student will be declared ineligible for extracurricular activities and travel to away games until the next failing list is published and the student is receiving passing grades in six classes and has satisfactory behavior. The ineligible student shall not compete during the week of ineligibility but will be allowed to practice. Games during a vacation period will be determined by the last eligibility check. If a student is ineligible for two consecutive weeks, s/he will be required to meet with the head coach and administration to see if s/he may continue to participate in the sport.

MIDDLE SCHOOL STUDENTS must pass all classes and have satisfactory behavior. Students who appear on the list for two or more consecutive weeks (in any class) will be listed in the ineligible column. The student will be declared ineligible for extra-curricular activities until the next list is published and the student is receiving passing grades and satisfactory behavior. The ineligible student shall not compete during the week of ineligibility but will be allowed to practice. As with high school eligibility, if a student is declared ineligible for two consecutive weeks, s/he will be required to meet with the head coach and administration to see if s/he may continue to participate in the sport.

Other clubs and organizations (student council, ODS, etc.) must also maintain passing grades in five classes and satisfactory behavior.

"M" CLUB

The purpose of the "M" Club is to establish standard requirements for the awarding of athletic letters and to govern sportsmanship and conduct of students participating in athletics.

SPORTS AWARDS

Athletic awards are given in each sport. These will be awarded at the Athletic Dessert after each season. All students who have participated in sports are honored. Varsity letters and other awards are presented at the dessert.

ATHLETIC EVENT PRICES

Adults or College Students	\$4.00
MS/HS Student w/o Student Body Card	\$3.00
MS/HS Student with Student Body Card	-0-
Students K-6	-0-
Preschool & Under	-0-
Senior Citizens (60+)	-0-

(It should be noted that these prices are not valid during district/state playoffs.)

Student Behavior Expectations

MAPLETON MIDDLE/HIGH SCHOOL DISCIPLINARY PHILOSOPHY

Acquiring knowledge and skill while developing self-discipline are two important goals for students. A self-disciplined student can complete schoolwork, follow rules and get along with everyone. A few guidelines are necessary to create an atmosphere that allows each person to have a successful experience. The following disciplinary information is employed at Mapleton Middle/High School for dealing with students' inappropriate behavior in a fair, consistent and objective manner.

All students have the right to an educational opportunity that will allow them to live a productive life, be treated as an individual in a fair and consistent manner; and conduct themselves in a way that does not infringe upon the rights of others. It is impossible for teaching or learning to take place unless order is maintained. Students must follow a code of student conduct for everyone's benefit.

Mapleton Middle/High School maintains high expectations for student behavior. Every attempt is made to recognize appropriate actions and to positively alter inappropriate behaviors.

When students act irresponsibly, staff members will take corrective measures that may include notices of concern to parents, behavioral contracts, detention, campus work detail, out-of-school suspension or expulsion.

MAPLETON SCHOOLS STUDENT CODE OF CONDUCT - FORWARD

The basis for all human dignity is individual choice and its responsibilities. Choice is a right guaranteed to all individuals. When an individual makes a choice be it good or bad, it is his/her responsibility to also accept the consequences of that choice. Therefore, rights and responsibilities should be viewed as two inseparable parts of the same issue. Students must be aware of their rights and their responsibilities including those involved in the formal education process. Furthermore, every school must have a system for order and for preserving its function. School personnel rely strongly on students to discipline themselves, individually and as a body. As a student you must become acquainted with the rights and responsibilities contained in this code that act as guidelines for your conduct which will be consistently used by school officials in all instances involving student conduct and discipline.

All students will respect the rights of others. Teachers have the right to teach and students have the right to learn.

The guidelines have been prepared to assure that:

1. Consistency of discipline is assured for all students. (ORS-Chapter 339)
2. "Fairness" or "reasonableness" required by the due process provisions of the United States Constitution is the essence and major purpose of this conscientiously written code. (ORS-Chapter 210)
3. Learning takes place in an atmosphere of open communication, self-discipline, and clearly understood rules. Expectations in these areas are clearly outlined. (ORS-Chapter 222)
4. Appropriate student conduct will enable staff and students to realize their potential. The student body directly affects the productivity of the learning process.

OFF CAMPUS BEHAVIOR

Students whose actions violate any of the Code of Conduct provisions in a setting outside of school are also subject to disciplinary action, up to and including expulsion, if their actions can reasonably be anticipated to substantially disrupt or materially interfere with the operation of the schools or to intrude upon the rights of other students.

ASSEMBLY OF STUDENTS (ORS-Chapter 339)

Guidelines

1. Rights:
 - a. Students shall be permitted to hold student meetings on school property.
 - b. Students shall have the right to gather informally.
2. Responsibilities: Student Meetings
 - a. The meeting will be scheduled in advance to be placed on the activity calendar. (Courtesy and advance notice needs to be shown to sponsors, chaperones, custodians, administrators, etc.)
 - b. Normal class activities shall not be disrupted - regularly scheduled activities notwithstanding.
 - c. The meeting shall not incite hazard to person or property.
 - d. School officials or an official school club or organization shall sponsor the meeting.
 - e. No speaker who openly or knowingly advocates breaking the law shall be invited to speak. The principal or his/her designated representatives shall approve invitations to speakers.
 - f. If a crowd is anticipated, a crowd control plan shall be submitted to the principal well in advance of the meeting. Attempts shall be made to present a balance of viewpoints.
3. Responsibilities: Informal Student Gatherings
 - a. Students gathered informally shall not disrupt the orderly operation of the educational process.
 - b. Students gathered informally shall not infringe upon the rights of others to pursue their activities.

DRESS AND GROOMING

Condition Description

1. Dress and grooming at all times shall be such as to not disrupt the teaching/learning process and shall be clean and in keeping with moral, health, sanitary and safety practices.
2. The total learning climate of a school is important to the satisfactory progress of students. This system places major emphasis upon developing an environment where the teaching/learning process will flourish with as few constraints as possible.
3. Gang apparel is not permissible.

Guidelines

1. Right: Student dress and grooming is the responsibility of the individual and his/her parent under the following guidelines:
2. Responsibilities:
 - a. Dress and grooming shall keep within health, sanitary, and safety practices.

- b. When a student is participating in special activities, his/her dress and grooming shall not disrupt the performance or constitute a health or safety threat to the individual or other students. Individual instructors are required by law to establish various safety procedures.
- c. Provisions for dress and grooming in special activities should arise directly out of the needs of the activity and not from some undefined sense of individual taste.
- d. Dress and grooming shall be appropriate and suited to the particular class or activity. (PE clothes are acceptable in PE, etc.)
- e. Shoes or sandals must be worn because of safety and sanitary factors.
- f. Bizarre and extreme styles of apparel or grooming or poorly fitted clothing that is inappropriate to school conditions will not be permitted. Pants that sag below what is considered reasonable or have holes/tears in places which should remain covered are considered extreme. Attire that reveals underwear is not permitted. Gang apparel is not permitted. Pajamas are not permitted.
- g. Students will not be permitted to wear cut-offs, abbreviated tops or other items of leisure wear apparel if they are revealing or extreme. Shorts, if worn, must be mid-thigh in length. Students are not permitted to wear clothing that promotes or advertises sexual themes, alcohol, tobacco, illegal drugs, etc.

MOTORIZED AND NON-MOTORIZED VEHICLES

Condition Description:

Certain school regulations are necessary because of parking and traffic patterns and the desire on the part of parents and school officials to know the whereabouts of students during the school day.

Guidelines

1. Right: Any licensed driver who has demonstrated a financial liability may drive a motor vehicle (non-licensed drivers may operate non-motorized vehicles) onto school premises under the following conditions:
2. Responsibilities:
 - a. All student-operated vehicles must be registered with the school administration that will include the name of the registrant's automobile insurance company and agent.
 - b. Students will not be permitted to leave school grounds with their vehicles from 8:30 am - 3:05 PM. After arriving, students will not be permitted to drive on campus until leaving for the day.
 - c. School rules and local state traffic laws must be followed when operating vehicles on school premises.
 - d. Vehicle speed limits on the school grounds will not exceed 10 mph.
 - e. Students will not be allowed in vehicles at any time without written permission from the office. (This includes before and after school and lunch time).

SEARCH AND SEIZURE

Condition Description

School authorities seek to create a school climate that assures the safety and welfare of all. Equipment, such as lockers, belongs to the school district and will be searched periodically. Students are allowed to use this equipment for their convenience. Lockers must be properly cared for and not used to store illegal items.

Guidelines

1. Rights
 - a. Students will be informed of the regulations governing locker usage and of the intent of school personnel to conduct routine searches. (Salty's Guide)
 - b. Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation, the following procedures shall be followed.
2. Responsibilities
 - a. A search of a student's person may be conducted where there is reasonable cause to believe that the particular student is concealing evidence of an illegal act or school violation.
 - b. Illegal items (firearms, weapons, narcotics, etc.) or items determined to be a threat to the safety or security of others may be seized by the school officials and turned over to the proper authorities.

- c. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- d. General search of school properties including but not limited to lockers or desks may occur at any time. Items belonging to the school or are unlawful may be seized.
- e. Administration may use saliva tests, rapid eye movement tests and/or physical coordination tests when reasonable suspicion exists to indicate that the student is involved with an illegal or misused substance.

INTERROGATIONS

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present when possible. A reasonable effort will be made to notify the parent/guardian of the situation. If custody and/or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials.

ATTENDANCE (ORS-Chapter 339)

Condition Description

1. School officials must make every effort to enforce the compulsory attendance laws of the state. Irregular attendance is one of the prime factors associated with student failure and frustration with the schooling experience.
2. One fundamental purpose of insisting on punctual, regular school attendance is to help each student develop habits of responsibility that will help him/her succeed in the world of work.
3. The 2011 Legislative session passed HB 3197 requiring district, ESD and charter school boards to adopt policy related to attendance notification. Beginning with the coming school year (2011-2012), the new house bill requires each school in the district to notify parents/guardians by the end of the school day on any day the child has an unplanned absence.

Guidelines

1. Rights:
 - a. The school shall make every effort to provide a meaningful experience and to encourage full individual development for each student.
 - b. Whenever possible, a home teacher will be provided for a student during long periods of illness.
2. Responsibilities:
 - a. Each student shall comply with the rules and regulations of the school and shall pursue the prescribed course of study.
 - b. Students shall be punctual in reporting to school and classes and shall attend regularly.
 - i. Eight one-half day absences (4 full days) in any four-week period during which the school is in session shall be considered irregular attendance. (ORS-339.065)
 - ii. The intent of Oregon Law is that a student should be in school unless he/she is ill or absent due to a family emergency. Parents should call the office by 9:30 a.m. to report a student's absence that day. The school may call the student's home to verify his/her absence.
 - iii. Four unexcused absences in the same class in a four-week period may result in a grade reduction.
 - iv. Parents will be notified of irregular attendance. If irregular attendance continues, it may be necessary to report it to the Lane Education Service District.
 - c. Students may not attend school when they or others in the home have communicable diseases, unless a qualified health official authorizes such attendance.
 - d. Students may not attend school, any school function where Mapleton Schools are officially represented, or be on the school grounds when they have been excluded from school for disciplinary reasons.
 - e. Students shall not attend or participate in any curricular or extra-curricular activities on the day(s) of their absence unless pre-approved by the principal. This will be judged on a period-to-period basis. All absences must be excused or the student will not participate.
 - f. Presence at school is determined by that time a student enters the school grounds. Absence is determined by the time that a student is not in attendance when and where he/she should be.

- g. Students must confine their free time activities (before and after school, break and noontime) to the ground immediately adjacent to the school buildings (reasonable pathways to the cafeteria notwithstanding).
- h. Students may leave campus during regular school hours only by permission of the administration, in which case they will sign out and back in through the office. This procedure must be followed when leaving school for any reason during school hours. Students who fail to observe the established sign-out procedure when leaving campus will be considered truant.
 - i. Students who meet Earned Open Campus regulations and live within walking distance from school and wish to go home for lunch must file a note of parental permission with the principal.
 - ii. Students having legitimate business off the school grounds that can be taken care of at no other time may bring a note of parental permission to the office and make arrangements prior to the student's absence.
 - iii. With parental and administrative permission, high school students may earn the right to leave campus during lunch upon approval of the Lunch Privilege Pass.
 - iv. Due to the risk of liability, under no circumstances shall a staff member take a student off campus during school hours without written parental permission.
- i. Upon returning from an absence the student shall:
 - i. Bring a note signed by his/her parent or guardian to the office.
 - ii. Be responsible for any schoolwork missed. Any work missed because of an unexcused absence will receive a grade of "o."
 - iii. Failure to bring a note signed by the parent or guardian within 3 days following the absence will mean a "o" for the day(s) missed; these days will be treated as unexcused absences.
- j. Tardiness is defined as not being in the room when the tardy bell begins to ring. Habitual tardies will result in disciplinary action.
- k. Students are responsible for all work missed because of absence. Assignments are due on the date established by the teacher. Exceptions may be made for excused absences and other extenuating circumstances.

TRUANCY

Condition Description

1. The absence from school or any class period without the consent and/or knowledge of the parent, guardian, or school authorities will be considered truancy. Disciplinary action will be taken.
2. Parents or guardians may call the school or write a note explaining their student's absence. Absences lacking parental explanations will be considered truancy.
3. Students who have prearranged absences (using pre-arranged forms) need no note upon returning to school.
4. Tardiness beyond 10 minutes shall be counted as an absence. Tardiness will result in the following:
 - T1 = Verbal Warning
 - T2 = Verbal Warning
 - T3 = Conference w/student, letter mailed home & one 10 minute detentions
 - T4 = 30 min. after-school study hall (parent contact)
 - T5 = Two 30 min. after-school study halls (parent conference may be required)
 - T6 = Out of school suspension until parent conference with Administrator/Other appropriate disciplinary action

FREEDOM OF EXPRESSION (ORS-Chapter 339)

Condition Description

1. One of the basic purposes of schooling 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 United States Constitution and under Article 1 of the Oregon Constitution. Students, as citizens, have the right of free expression and must bear the responsibility for the consequences of such expression.
2. Since schooling is a learning experience, the matter of free expression must also be viewed as a part of the learning process.

Guidelines

1. Rights:
 - a. Students are entitled to express their opinions under reasonable circumstances.
 - b. Students are encouraged to express personal opinions in writing in school publications and participate in the publishing thereof. The publishing and editorial policies governing school publications are:
 - i. As a general policy, school publications will attempt to follow ideals of good journalism as expressed in the Canons of Journalism.
 - ii. Professional journalistic standards will serve as a guide in editorial decision-making.
 - iii. Editorials will express the opinions of the publications staff and will not attempt to reflect the views of the student body, faculty, or administration.
 - iv. On highly controversial issues, where there are widely divergent views, editorials will present both sides of the issue and will be signed, thus illustrating the views presented are not a consensus opinion.
2. Responsibilities:
 - a. Willful disobedience, open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for disciplinary action.
 - b. Any publication sponsored or in any way funded by the school shall be known as a school publication, and should reflect the total life of the school community. Libelous and profane or obscene matter is prohibited from all school publications. Both the school's duty to maintain the student's right to free speech, and its duty to educate pupils and protect the rights of all students, need careful consideration when either duty tends to conflict with the other. Judgments about appropriate content and writing style of the publications will be made by the publications staff, guided by the assigned faculty advisor and the principal.

SUBSTANCE USE/ABUSE POLICY

Given that these statutory references are guiding principles, the district makes the following findings:

- I. A student shall not possess, use, be in association with, transmit, possess paraphernalia, or be under the influence of any narcotic drug, hallucinogenic drug, alcoholic beverage, drug look-alike, tobacco product or intoxicant of any kind on the school grounds or off the school grounds at any school activity, function, or event. Use of a drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. Parents shall notify the school administration of any medical prescription for their children and openly send to school the amount that is prescribed for that period of time in which the child attends school. Medicine should be in the container in which it was dispensed and left in the office.

Violation of the substance policy by a student will initiate administrative action as follows:

1. The student who violates the substance abuse policy will be immediately suspended from school for up to five (5) school days. The length of suspension may be shortened if the parents/guardians can verify that they have had the student assessed by a responsible mental health treatment center, that the student is receiving treatment and will continue to receive the treatment recommended by the center at the parent's/guardian's expense.
 2. Law enforcement officials will be notified.
 3. The parent/guardian of the student will be notified.
 4. The principal or designee will arrange a conference. The student, student's parents/guardians and selected school personnel will participate in the conference. During the conference the student will be questioned concerning the use and the source of the drugs and/or alcohol. A plan of action will be developed during this meeting.
 5. A second referral will result in up to a seven (7) day suspension and could result in a recommendation for expulsion in addition to the above. A third referral will result in a ten (10) day suspension and may result in a recommendation for expulsion in addition to the above.
 6. Substance abuse referrals are accumulative from year to year.
- II. A student shall not share, sell, trade or otherwise supply any narcotic drug, hallucinogenic drug, drug paraphernalia, alcoholic beverage, drug look-alike, tobacco product or intoxicant of any kind, on the school grounds or off the school grounds at a school activity, function, or event. (See Substance Abuse Policy Part I for medical prescriptions.)

Violation of the substance abuse policy by a student will initiate administrative action as follows:

1. The student will be referred to the superintendent for a possible expulsion hearing. The superintendent will hold a formal hearing and/or review the material to determine if a recommendation for expulsion will be made to the board. The expulsion may be rescinded if the parents/ guardians can verify they have had the student assessed by a responsible mental health treatment center, the student is receiving and will continue receiving the recommended treatment suggested by the center at the parents'/guardians' expense. A copy of the results of the assessment will be made available to the school. Should the student fail to complete the recommended treatment, the expulsion will be reinstated. A drug/alcohol reinstatement form may be provided to the parents/guardians to help document the assessment/treatment.
 2. Law enforcement officials will be notified.
 3. The parents/guardians of the student will be notified.
 4. The principal or designee will arrange a conference. The student, student's parents/ guardians, and selected personnel will participate in the conference. During the conference, the student will be questioned concerning the use and the source of the drugs and/or alcohol. A plan of action will be developed during this meeting.
- III. IN GENERAL: Student violations of this policy (I, II) will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or subject to denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trip, prom, etc.) School and/or community service may be required.

VOLUNTARY DRUG SCREENING

Students with their parents' approval can volunteer for periodic free drug testing which on a random basis will provide them with a way to fend off peer pressure to use chemicals. The results of such tests are totally confidential but the fact that they are enrolled and may have to test offers them a "way out" when they are pressured to use chemical substances.

1. Basic Guidelines:
 - a. Students wishing to participate must sign, along with their parents, the voluntary drug testing application form and return it to the high school office.
 - b. Each student's name when enrolled will be placed in a lottery pool with those already enrolled and will be part of a random drawing which may be held weekly.
 - c. An anonymous committee made up of three members of the high school staff and Board of Directors will conduct the actual drawings.
 - d. Upon drawing a name, the committee will notify the student picked and his/her parents that he/she is to be tested.
 - e. The name of any student drawn and notified will be resubmitted to the lottery four weeks later for possible drawing again.
 - f. The Mapleton School District will pay the costs of the testing.
2. The Test Itself:
 - a. Each collected specimen will be initially screened for amphetamines, barbiturates, cocaine, narcotics, and THC.
 - b. Any specimen that tests positive in this initial screen will be re-tested by an alternate method for confirmation.
 - c. Supervision of specimen collection and custody of them thereafter will be overseen by the parents/guardians.
 - d. Test results will be reported to the student and his/her parents(s) within a week of the testing process.
 - e. No results will be reported to the high school staff or administration without the express permission of the student and his/her parent(s).
 - f. No permanent record of any student's testing will be kept in a student's file without the student's and his/her parent(s)' express permission.
3. Protection of Student Rights: Protecting the rights of the student tested and his /her families are of the greatest concern of this District. Therefore, the following features of this program are stressed:
 - a. This is a voluntary program and participants and parents can revoke consent and sever connection with it at any time.
 - b. Signing up to participate is voluntary.
 - c. Following through when a name is drawn is voluntary.
 - d. Sharing the results with anyone other than a physician is voluntary.

- e. The results of the testing will never become part of the school record and will never be reported to the school district, to its employees, or its administration without the express permission of the parent(s) of the student tested.
4. Follow-Up:
- a. Discuss the results thoroughly within the family.
 - b. If the test is positive, seek assistance through the counselor, the medical staff at Looking Glass Adolescent Recover Program, a family physician, or a private counseling service.
 - c. Parents, don't panic if the result is positive. But by all means seek confidential advice and counsel.
 - d. Please remember that our staff is here to assist in a constructive, positive way. Call the office if you have any questions or concerns.

LOITERING

Condition Description

To help protect the student and school property, and to prevent disruptive activity, school officials must be aware of persons who are not members of the staff or not enrolled students who are inside the building or on the grounds during school hours. When school is not in session, care must be also taken to protect school grounds and property from any potentially damaging influence.

Guidelines

1. Right: Visitors may be permitted on school premises if their presence is for constructive, not disruptive purposes and school officials give them permission to visit.
2. Responsibilities:
 - a. A visitor may be defined as a parent or guardian interested in his/her child's performance in the school program. A visitor could be a person who is enrolled in a specifically defined cultural exchange program. A visitor may also be defined as anyone who can arrange and complete his/her business with the appropriate school authorities at the main office.
 - b. Visitors in the school building during a normal school day shall come to the main office to arrange to conduct their business.
 - c. No individual may loiter in or near a school building or on school grounds. Loitering means not having a specific or legitimate reason for being there.
 - d. Individuals should not be present on the school grounds during non-school hours unless supervised by a staff member.

VISITORS

Guidelines

1. Parents and patrons are welcome at all times, but should first check in at the office.
2. No visitors from other schools will be allowed.
3. Alumni and other young people on holidays and military leave may not be on the school grounds during the school day. The principal must approve exceptions.
4. Recent dropouts will generally not be permitted to visit school or to attend school parties. The principal must approve exceptions.

CORPORAL PUNISHMENT

Condition Description

The authority to discipline a student does not authorize the infliction of corporal punishment. Corporal punishment means the willful infliction of or willfully causing the infliction of, physical pain on a pupil. Physical discipline could include, but is not limited to, spanking, shaking, flicking an ear, thumping or tapping on the head, pinching, exerting pressure, or pulling the hair of a student.

A staff member and/or supervising adult is authorized to employ physical restraint when, in his/her judgment, physical restraint is necessary to prevent a student from doing harm to others or to himself/herself. When so employed, physical restraint shall not be considered a form of physical discipline.

DISCIPLINE-EXCLUSION-EXPULSION-SERIOUS STUDENT MISCONDUCT

The disciplinary rules and possible consequences for disruptive behavior outlined in the Mapleton Schools Student Code of Conduct will be in effect both during the school day as well as during extra-curricular activities both at home and away. This includes, but is not limited to, on the school bus, at games, dances, and all extra-curricular activities.

Condition Description

1. All students deserve due process. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured.
2. Special problems may confront administrators and staff in conducting school programs free from disruption and distracting behaviors that impede the learning of any student. School officials may find it necessary, to discipline a student or even remove the student from the formal learning environment for a period of time.
3. Staff and administrators need discretionary powers in dealing with disciplinary actions/procedures, and in maintaining a climate conducive to learning and the protection of life and property.
4. School disciplinary actions are civil, not criminal matters. Schools may clarify the rights and procedures that assure fair treatment for each student in the learning environment. Criminal matters will be referred to the proper legal authorities.

Guidelines

1. Rights:
 - a. Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions.
 - b. All decisions affecting students shall be based on careful and reasonable investigation of the facts and the consistent applications of rules and regulations.
 - c. All students shall be apprised of the school rules and procedures that govern the school and the process by which discipline may be handled.
2. Responsibilities:
 - a. Students shall comply with the rules for governing the school, pursue the prescribed courses of study and submit to the lawful authority of staff.
 - b. The following type of conduct shall make the student liable for discipline, suspension, or expulsion:
 - i. Disruption of school: Any conduct that substantially disrupts a school function, or is likely to, is forbidden.
 - ii. Damage/Destruction of School Property: A student shall not cause or attempt to cause damage to school property, nor steal school property.
 - iii. Damage/Destruction of Private Property: A student shall not cause or attempt to cause damage to private property nor steal nor attempt to steal private property on or off the school grounds or during school activity, function, or school event on or off the school grounds.
 - iv. Threats or Assault on School Employee, Another Student or Other Person Not Employed by the School and Weapons and Dangerous Instruments: A student shall not intentionally do bodily injury to any person, threaten any person, knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on or off the school grounds at any activity, function, or event.
 - v. Students shall comply with directions of teachers, or other authorized school personnel during a period of time when they are properly under the authority of the school.
 - vi. Students who do not respond to guidance, minor discipline, or who are constantly at odds with school discipline, must accept the consequences of such actions.
 - vii. Students shall not use profane or obscene language or gestures.
 - viii. Students shall not engage in academic cheating or plagiarism.
 - ix. Students shall not furnish false information to the school with the intent to deceive.
 - x. Students shall comply with the adopted bus regulations posted in each bus. (District Policy)
 - xi. Students shall not be in violation of any local, state, or federal regulations while on the school grounds or at any activity where the school is officially represented.
 - xii. Students shall not engage in an excessive display of affection.

3. Definitions:
 - a. Summary Discipline Procedures: Discipline for a minor infraction may be handled without going through all steps of formal procedure. In all cases, a written record shall be maintained in the student's file.
 - b. Giving assistance to cleaning the campus: Work duty-school before or after school hours.
 - c. Out-of-School Suspension: Removal of a student from the school environment for a designated period of time. It may be further defined as one of the following:
 - i. Suspension in cases being investigated pending expulsion.
 - ii. In special circumstances a suspension may be continued until some specific action occurs such as a physical/ mental examination, incarceration by court action, etc.
 - iii. Investigation and recommended expulsion by the administration until the school board has taken official action.
 - iv. Suspension from school until the parent/guardian can show the administration reason for reinstating the student.
 - d. Expulsion: The removal of a student from the school environment for the remainder of a semester or academic year. The school may provide an alternative (only the school board may expel a student).
 - e. Loss of Privileges: May included one or more of the following:
 - i. Use of motor vehicle denied for a designated period of time.
 - ii. Denial of use of any school bus for a designated period of time.
 - iii. Scheduled time assigned to a specific area or task.
 - iv. Denial of privileges of attending school/school functions where Mapleton Schools are officially represented, or being on school grounds.
 - v. Loss of other privileges as may be consistent with the offense committed and rehabilitation of the student.
 - vi. Detention.
 - vii. Campus work detail.
 - viii. Admonition and Warning
4. Overall Sanctioning Procedures:
 - a. This code of conduct will be read by all students and will serve as notice of school behavioral procedures.
 - b. When violations of this code occur, disciplinary action can and will be administered, usually beginning with lesser sanctions for lesser violations. Care will be taken to provide disciplinary action that reflects the nature and repetition of the violation.
 - c. Any student sanctioned under this code shall comply with all provisions of such sanctions or be subject to further disciplinary action.
5. Hearing the Accuser Staff Complaints: Students should hear directly from the teacher or the staff member of the specific complaints or description of unacceptable behavior if the student so desires.
6. Suspension Procedures: The student should have notice of charge(s) in terms as will permit him/her to change his/her course of conduct, or afford him or her an opportunity to defend his/her right to engage in the conduct, or show that he/she is innocent of the conduct charge. In suspending students:
 - a. The student is informed of the charge, including the specific acts that support the charge and that he/she is suspended. During this time, the student may work on class assignments at home so as to stay up with the class. These assignments are to be turned in at the beginning of the period on the day the student returns.
 - b. The parents or guardians are notified by telephone whenever possible of the suspension, and given the reasons for the action. When parents cannot be contacted, the decision to send the student home, to allow him/her to remain on the school premises, or refer him/her to the proper authorities must be made with consideration of that student's age, maturity, and the nature of the misconduct that caused the suspension.
 - c. A letter is mailed to the parents or guardians; stating the date, the charge and the specific acts that support the charge(s) for the suspension with procedures to be followed by the student and his/her parents or guardians for reinstatement.
 - d. The parents or guardians may request and be granted a conference with the building principal.
 - e. The principal shall provide students suspended under emergency conditions with the same suspension procedures as soon as the emergency condition has passed. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not occur immediately.
7. Expulsion Procedures: A school district board/hearings officer shall not expel a student without a hearing, unless he/she or his/her parent or guardian waive, in writing, the right to a hearing, and the student and his/her parents agree to abide by the lawful findings of the hearings/review officer. Expulsion hearings shall contain the provisions for the following:

- a. Expulsion shall not extend beyond the end of the current academic year. The parent or legal guardian and student will be notified by certified mail and by regular mail of the charge(s). The notice shall state a recommendation pending investigation for possible expulsion, when a hearing will take place, and his/her right to representation. This notice shall be mailed at least seven (7) days prior to the hearing.
- b. Unless otherwise provided by the district school board, the executive officer of the school district or his/her designated representative shall act as the hearings or review officer and shall maintain control over and conduct the hearing or review. In cases of foreign language differences or other serious communication handicaps, the hearings officer shall provide a translator.
- c. The student shall be permitted to have a representative present at the hearing to advise him/her. The representative may be an attorney, parent, or guardian.
- d. The student shall be afforded the right to present his/her version of the charges and to make such showing by the way of oral testimony, affidavits, or exhibits.
- e. The student shall be permitted to hear the evidence presented against him/her.
- f. The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. He/she shall submit to the board his/her findings as to the facts and whether or not the pupil charged is guilty of the conduct alleged, and his/her decision of disciplinary action, if any, including the duration of any expulsion. The above decision shall be made available in identical form and at the same time to the board and the student and his/her parents.
- g. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
- h. The hearing officer or the accused may make a record of the hearings.
- i. The local district board shall review the decision of the hearings officer and may affirm modify, or reverse his/her decision. Expulsion shall not extend beyond the end of the current academic year.

Behavior Referrals

To maintain as much consistency as possible in the school-wide enforcement of rules, the following definitions and guidelines are provided:

LEVEL I OFFENSES*

Level I offenses will be considered those that interrupt the teaching/learning process or disrupt the flow of the classroom. A Level I offense is also any action outside the classroom that disrupts the orderly routine of the school without posing a physical, emotional, or legal threat to the school or any person within the school. Level I offenses are those that the staff member deals with him/herself, or with the help of the Counselor or Student Support Team. The staff member chooses the consequences for Level I offenses will write or call parents/guardians and assign detentions. Discipline records will be kept by the staff member as well as by the office, and will continue for the entire school year. The student's movement through the ladder of consequences will not start over until the beginning of the next school year. Level I offenses include, but are not limited to:

- **COMING TO CLASS UNPREPARED:** Arriving in class without adequate supplies, books, or other articles necessary to complete the day's lesson will constitute coming to class unprepared. A student who is consistently out of his/her seat when class begins will also be considered unprepared for class. This is not meant to penalize students who forget their books once a month or less, but rather will be used on students whose failure to arrive in class ready to learn takes time away from other students, in getting a pass, or in borrowing the necessary items from others.
- **LOCKER/HALLWAY:** Locker/Hallway offenses include any behavior that violates any of the school rules concerning profanity, littering, throwing objects, hanging from the pipes, or any other behavior that prevents people from passing unhindered through the halls. This also covers behavior that students in the hallway use to disrupt a class, either by noise, gesture, or in any other manner. Students caught out of class without a pass are committing a Locker/Hallway violation, which will be documented immediately. Any repetition of that particular offense will become a Level II referral.
- **PUBLIC DISPLAYS OF AFFECTION:** We take pride in the behavior of our students. Public displays of affections such as kissing, sitting on each others' laps, or prolonged hugging and embracing in the school buildings, busses, or on the school grounds is embarrassing to both students and adults. These actions are inappropriate at school. Couples who persist in this type of behavior will be assigned detention or be

suspended until a parent conference can be held to correct the situation. Holding hands or walking side by side with arms around each other's waists or shoulders is acceptable. A staff member noting a display that exceeds those boundaries, either in or out of the classroom, will treat this as a Level I offense. On-the-spot correction may work well for this offense, but any repetition will be documented, and the previous correction noted.

- **NUISANCE ITEMS:** Nuisance items are anything that can be used to disrupt the classroom and/or distract the staff member and students. Rubber bands, paper clips, spit wads, paper airplanes, and anything else that a student uses for the express purpose of annoying/distracting another person in the class are nuisance items. Gum, candy, food, drinks, etc may also be considered nuisance items. A warning will be given for the first offense, but a student who repeats the offense, with the same or with another item, will have that behavior documented as a Level I offense. Further repetitions of that behavior will result in a Level II referral.
- **ELECTRONIC DEVICES:** Cell phones, pagers, walkmans, IPODs, MP3 Players, etc are considered nuisance items and will be dealt with in the same way as other nuisance items as a Level 1 offense. However, "Sexting," if sent or received during school hours or events, will be considered a Level II offense and will be dealt with in accordance with Level II Policy*. **After the first written warning, cell phones, pagers, or other electronic devices will be taken until the parent/guardian can pick it up. Students may also have to serve detention or other appropriate punishment as deemed necessary by the administration. If the electronic device is an issue the third time, the student will be banned from bringing the device to school for the remainder of the school year.**
- **TARDIES:** Students arriving after the bell rings will receive a tardy unless they have a pass from the office or another staff member. Students arriving more than ten minutes after class starts will be marked absent. Refer to our Tardy Procedure sheets for the correct consequences for accrued tardies.
- **CLASSROOM DISRUPTION:** Classroom disruption covers many behaviors that have interruption of the lesson in any way as their goal. Talking out, out of seat, noises, throwing things, touching other students, or anything that is purposely designed to stop a staff member from teaching and students from learning will be considered a classroom disruption and documented as such. Again, this is not to punish students who have a coughing fit or occasionally make a comment without being called upon. It is to discourage repeated, conscious acts of interruption that make teaching and learning more difficult.
- **USE OF INAPPROPRIATE LANGUAGE:** This category includes insults, slurs against race, creed, or sexual orientation that are not directed at a specific person, non-directed profanity of a low level, or use of language in an inappropriate way (e.g. constantly twisting the words of others into sexual connotations). This is another area where the staff member will make the final decision to immediately refer to Level II. This is language of a different order than profanity, which is a Level II offense. A phone call or letter will be sent to parents/guardians on the same day.
- **HATS/SUNGLASSES IN THE CLASSROOM:** Students will put their hat/sunglasses in their locker upon arrival at school. Hats/sunglasses worn in the classroom have proven to be a frequent distraction because of the various ways they may be misused by students.
- **APPROPRIATE DRESS:** Dress and grooming at all times shall be such as to not disrupt the teaching-learning process and shall be clean and in keeping with moral, health, sanitary and safety practices. The following guidelines will be enforced:
 1. Shoes/sandals must be worn because of safety and sanitary factors.
 2. Bizarre and extreme styles of apparel or grooming or poorly fitted clothing that is inappropriate for school conditions will not be permitted. Pants that sag below what is considered reasonable or have holes/tears in places that should remain covered are considered extreme. Gang apparel will not be permitted.
 3. Students will not be permitted to wear cut-offs, abbreviated tops or other items of leisure wear apparel if they are revealing or extreme. Attire that reveals underwear is not permitted. Students are not permitted to wear clothing that promotes or advertises sexual themes, alcohol, tobacco, illegal drugs, etc.
- **FOOD/DRINKS IN THE CLASSROOM:** Classrooms are areas designed for instruction and learning; food and drink tend to draw away from both. Therefore, no food or drink will be allowed in the classroom unless approved by the teacher.

LEVEL II OFFENSES

A Level II offense will be considered any act that threatens another person's physical or emotional well-being, is in violation of any local, state or federal law, or constitutes an open challenge to the authority of the staff member or the school. Discipline records will be kept by the staff member as well as by the office, and will continue for the entire school year. The student's movement through the ladder of consequences will not start over until the beginning of the next school year. Level II offenses include but are not limited to:

- **REPETITIOUS LEVEL I BEHAVIOR;** Level I behavior that goes on over a period of time constitutes a challenge to the staff member and the authority of the school. In essence, the student is daring the staff member to try to stop him/her. Any student who receives a second Level I referral from the same staff member will be referred to the Student Support Team and to the principal. A third referral to the same student for any type of Level I behavior will be considered repetitious Level I behavior and will be referred to the office as a Level II offense. All subsequent referrals for the student from the staff member will be recorded as Level II behavior and referred to the office.
- **DEFIANCE:** A student will be considered to be defiant any time he/she acts in a way that is designed to openly challenge the staff member's or the school's authority. Unlike classroom disruption, which is only intended to interrupt the lesson in progress, defiance represents an effort to diminish the staff member's ability to maintain order, often on an ongoing basis. A student who directly refuses a reasonable request from the staff member in front of the class is acting in defiance, as is a student who walks out of the room after clearly being told to stay. Insubordination will also be grouped under this category; although insubordination is the failure to recognize or accept established authority, not the actual challenge to that authority, the effect on the classroom is often the same. This serious charge will be reserved for those acts that truly threaten the orderly operation of the class.
- **SUBSTITUTE STAFF MEMBER HARASSMENT:** When a substitute staff member is in charge of a classroom, he/she will be treated with courtesy and respect by all students. A student who takes advantage of the staff member's absence in any way that insults, threatens, belittles or in general harasses the substitute will immediately be referred to the office. We support our substitutes and students will treat them with respect.
- **FIGHTING:** A referral for fighting will be given out when there are at least two students who are voluntarily participating in an altercation. Any staff member who witnesses a fight will break it up immediately and escort the participants to the office. If the staff member is unable to break up the fight, he/she will get reinforcement from another staff member immediately. The original staff member will then write up a referral for each student, including all information that is available about the fight.
- **ASSAULT:** Assault is a violent attack, either physical or verbal, by a student on any other person. This could take the form of a student beating up another who is unable to fight back for any reason, or a group of students yelling insults or threats at a student who, again, is unable to respond. Assault, both physical and verbal, is illegal, and will be treated as a serious offense. The offending student(s) will be immediately removed to the office while the parents/guardians of all involved students can be contacted. Depending on the severity of the incident and the parents' wishes, the police may be called.
- **SEXUAL HARASSMENT:** Sexual Harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
 2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
 3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job, or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to; did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser;

where the harassment occurred, and other incidents of sexual harassment at the school involving the same or other students or staff.

- **THREATS/INTIMIDATION/HARASSMENT:** This category will include any verbal abuse by one student toward another person. For the most severe forms of verbal attack, the assault charge will apply, but less severe forms of abuse are still referable and will be treated as the serious matters that they are. In making the determination on whether to refer a student on this charge, the staff member's main concern will be the student being attacked, not the attacking student. "I was only kidding" is not an acceptable excuse if the other student was not clearly aware that the situation was meant to be a joke. Even when the other student claims to forgive the offender, the staff member will make the final determination on whether the harassing student will be referred. For less serious cases, the staff member may wish to record it as Use of Inappropriate Language, and deal with the problem personally.
- **PROFANITY:** A referral for profanity will be given to any student who directs any form of profanity toward another person. Profane gestures of any sort will be considered directed profanity and referred as such.
- **THEFT:** Any student who is caught stealing from any other person or from the school will be referred immediately to the office. Any legal issues arising from the theft can and will be dealt with at the building and district level. Students will not be officially referred, however, without some evidence of their crime.
- **VANDALISM:** Vandalism is the willful or malicious destruction or defacement of public or private property. Any student caught vandalizing school property in any way may be referred. This may include destruction or defacement of textbooks as well as other school property. Students who teach, deface or destroy another student's property may also be referred. Students will be made aware that in addition to the consequences of this act in terms of punishment, they are also financially responsible for any damage they inflict on another's property. Vandalism is also against the law, and students may be charged for their actions.

NOTE: Some of the above Level II offenses will result in out-of-school suspension, and placement on the ladder of consequences, but some offenses may result in a hearing for expulsion even if the student has had no previous Level II referrals. This decision will be made at the discretion of the administrator(s) in charge.

LADDER OF CONSEQUENCES

STEP #1:

Staff and Principal will exercise professional judgment in dealing with students in the school setting. Verbal warning, conferences, letters to parents/guardians will be utilized. Detention is an option at this step. Immediate and appropriate consequences must be used for the following types of behavior:

- Tardies
- Excessive talking
- Minor disruptions
- Unprepared for class
- Refusal to work or participate
- Failure to follow posted rules
- Minor insubordination
- Other behaviors deemed inappropriate by staff/administration

STEP #2:

Staff/Principal will be involved with the students and his/her parents/guardians in a face-to-face conference.

- Bus/Auto violations
- Unauthorized absence from class
- Excessive tardies
- Repeated inappropriate behavior at Level I
- Inappropriate displays of affection
- Other behaviors deemed inappropriate by staff/administration

STEP #3:

Out-of-School Suspension. The principal and student's parents/guardians will be involved with the consequence of the student's behavior. The student may be suspended up to 10 days. There may be a suspension pending an investigation of charges against the student. Parents will be notified of the suspension and the action that led to it. In

order for the student to be re-admitted to school at the end of the suspension period, the student and parent/guardian must attend the scheduled re-admit conference with the appropriate school administrator. Students may be suspended for the following types of inappropriate behaviors:

- Swearing/Obscene language directed toward an adult
- Fighting
- Assault
- Vandalism
- Harassment
- Intimidation
- Inappropriate racial comments
- Violation of school/district policies
- Repeated inappropriate behavior at steps one and two
- Forgery
- Activity violation
- Inappropriate behavior in detention
- Skipping detention
- Insubordination
- Possession/use of drugs/drug look-a-likes/alcohol
- Possession/use of tobacco products
- Theft
- Other behaviors deemed inappropriate by Mapleton staff /administration

STEP #4:

Expulsion. The student is informed that he/she is being suspended from school and a recommendation for expulsion is made to the Mapleton School District Superintendent. The district superintendent will schedule and hold a hearing as set forth in the district policy and state law to determine if the expulsion is warranted. The following types of inappropriate behaviors may result in a recommendation for expulsion:

- Possessing, concealing, transporting weapons/weapon look-a-likes
- Possession, sale, distribution of drugs/drug look-a-likes/alcohol
- Assault
- Disorderly conduct
- Major vandalism
- Menacing behavior
- Violation of school/district policies
- Three or more suspensions at step three.

IT'S THE LAW

ORS 339.250 (4).

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

In accordance with Oregon Law, the Superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21*.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-to-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13-17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

*A meeting with parent or guardian will be held prior to submitting such a request to Department of Transportation. A student may appeal decisions regarding driving privileges under established due process procedures for suspension and expulsion.