

RIGHTS AND RESPONSIBILITIES FOR STUDENTS AND FAMILIES

2017-2018 Edition



ASTORIA SCHOOL DISTRICT
785 Alameda Avenue
Astoria, Oregon 97103
503-325-6441

Astoria School District 1C, Clatsop County, Astoria, Oregon, does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Amendment Acts of 2008.

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

***Craig Hoppes, Superintendent 503-325-6441
Mindy Landwehr, Business Manager 503-325-6441***

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and on the district website (www.astoria.k12.or.us)

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

HIGHLY QUALIFIED STAFF AND TEACHER QUALIFICATION

In accordance with ESSA (Every Student Succeeds Act), Astoria School District attests that all certified and classified staff working in Title I buildings meet the federal “highly qualified” requirement. Copies of this verification are maintained at the school and the district office and upon request, and can be made available to any member of the community.

We honor the right of parents of any student in Astoria School District to, at any time, inquire about the qualification of his/her student’s teacher and will provide information about teacher qualification in a prompt manner in compliance with state and federal law.

CHILD FIND

The Astoria School District is responsible to locate, evaluate and serve children with needs for special education services or accommodations/modifications, from birth through 21 years of age.

If you know any child who may need special education services or accommodations/modifications, if you have questions about what services can be provided, or have a question about or grievance arising under Section 504 of the Rehabilitation Act of 1973, please contact Kellie Clay at 503.325.0476 or write for information to:

**The Office of Special Programs
785 Alameda Ave.
Astoria, OR 97103**

ASTORIA SCHOOL DISTRICT

Craig Hoppes
Mindy Landwehr
Jeanette Sampson
Shawn Helligso
Grace Laman
Jenna Rickenbach
David Oser

Superintendent
Business Manager
School Board, Chair
School Board
School Board
School Board
School Board

ASD MISSION STATEMENT

The mission of the Astoria School District is to prepare each student to his/her fullest potential for a life of learning, citizenship, and work.

ASD VISION STATEMENT

The vision of the Astoria School District is that every student acquires the knowledge and skills they need to successfully and confidently transition through each level of our learning community. Our students emerge as engaged life-long learners and citizens of a greater community. They are fully prepared for the demands of life having been provided with a challenging and comprehensive academic program.

In Astoria School District, we are fully committed to the following core beliefs:

1. Every student can learn.
2. All students, staff, families and community members are essential partners in our educational community.
3. Our schools will be a safe and healthy place for students to learn.
4. Providing an early educational foundation is a key indicator of our students' future academic success.
5. High levels of learning occur when best practice and engagement are the foundation of our instructional design.
6. Working in professional and collaborative teams allows us to make a greater impact on student learning.
7. Maintaining an equitable, comprehensive, and student-centered educational program is vital to achieving our mission and vision.

Astoria School District

RIGHTS AND RESPONSIBILITIES

For Students, Families, and Staff

Right: *A privilege to which one is justly entitled.*

Responsibility: *An obligation one has to behave appropriately.*

Students of Astoria School District have the right:

- *To attend school and access the programs and services provided.*
- *To attend school in a secure academic and social climate, free of fear of harassment, violence and disruption from other students, supported by staff members who see students' strengths and unlimited potential.*
- *To pursue their education in a safe and healthy environment.*
- *To be fully informed of school rules and regulations, including due process.*

Students of Astoria School District have the responsibility to:

- *To attend school and classes regularly and on time.*
- *To be prepared for class with the appropriate materials and work.*
- *To know and obey school rules and regulations.*
- *To respect the rights and property of school personnel, fellow students and the public in general.*
- *To demonstrate pride in the appearance of school buildings and grounds.*
- *To benefit from their educational effort.*

Rights of Parents/Guardians:

- *To expect that their children will spend their time in a safe, ethical, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.*
- *To have assurance that school personnel will work cooperatively with parents as partners in students' education.*
- *To be informed of district policies, regulations and school-wide rules and expectations.*
- *To be regularly informed of their student's educational progress and achievement.*

Responsibilities of Parents/Guardians:

- *To assure that their children arrive at school on time and prepared for work.*
- *To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.*
- *To work respectfully with staff as partners in student's success.*
- *To work with the school in bringing about improvements designed to enhance the educational program offered students.*
- *To provide the school with current information regarding legal address, phone, medical data and other facts which may help the school to serve their children.*
- *To become familiar with District policies and school rules and regulations.*

Rights of School and District Staff:

- *To expect and receive the attention, and effort of the students under their supervision and direction.*
- *To have parental and administrative support when enforcing rules designated to provide an optimum learning climate.*
- *To work with student in a safe and productive environment.*
- *To enjoy the same level of respect and courteous treatment accorded members of the school community individually and collectively.*

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

Responsibilities of District Staff:

- To consider the worth & dignity of each student, treating all students in a fair manner with respect.
- To equip each learner with the knowledge, skills, attitudes and values required for successful living.
- To work to partner with parents and students, keeping them informed with timely communication or reporting.
- To initiate and enforce individual classroom expectations consistent with school and District policies.
- To treat students, parents, patrons, and guests with respect.
- To hold students accountable for their actions at all times.
- To consistently critique their own performance with the objective of an ever-growing professional stature
- To make decisions based on the best knowledge available and in the best interest of students.
- To recognize divergent ideas, opinions and expressions objectively and deal with them in a balanced, unbiased manner.

Responsibilities of Administrators:

- To provide leadership that will establish, encourage and promote good teaching and effective learning.
- To consider the worth & dignity of each member of the educational community, treating all in a fair manner and with respect.
- To establish, publicize and enforce school rules and expectations that facilitate effective learning and promote attitudes and habits of good citizenship among students.
- To request assistance from the District's support services and community agencies and resources.
- To be sensitive to concerns expressed by students, staff, parents and community.
- To make decisions based on the best knowledge available and in the best interest of students.
- To continue to work to identify and remove barriers that create inequitable outcomes or opportunities for students.

Rights of Administrators:

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

This handbook outlines the rights and responsibilities afforded to students and families in Astoria School District in accordance with state and federal constitutions and statutes and in compliance with School Board policy.

Right: *A privilege to which one is justly entitled.*

Responsibility: *An obligation one has to behave appropriately.*

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's education records.

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

Student's rights and responsibilities, including standards of conduct, will be made available to students and their parents, as well as district employees, through information distributed annually.

ASD Board Policy-JF/JFA

STUDENT RIGHTS

Dress and Grooming

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

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

General Dress/Grooming Guidelines

- Any form of dress which is contrary to good hygiene or which is distracting in appearance and detrimental to the purpose or conduct of the school will not be permitted. For health and safety reasons shoes must worn in school at all times.
- Clothing having obscene, questionable, or suggestive printing, or that are deemed as offensive to a staff member or another student's gender, ethnicity or personal quality, as well as those who advertise alcohol, tobacco, and/or drugs will not be permitted.
- Any clothing promoting businesses whose primary intent is to make, distribute, or sell alcohol, drugs, or tobacco will not be worn. This includes breweries, saloons, bars, distilleries, etc.
- Spiked collars, bracelets, or any clothing items deemed a threat to safety will not be allowed. Any item of clothing that promotes or implies gang activity or affiliation will not be permitted. Student appearance at extra-curricular activities also falls under this regulation.
- Each school may also develop age-appropriate guidelines around garment length, and/or appearance of straps, midriff or undergarments.

ASD Board Policy-JFCA

Due Process

The following steps are appropriate to responsible disciplinary action and are consistent with the primary elements of due process.

1. All students are given notice, both of the general nature of punishable offenses and of any specific violation. This occurs at the beginning of each school year with the issue of the District Student Rights and Responsibilities Handbook;
2. When an alleged offense occurs, the student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence;
3. If discipline is to follow, the student will be informed of the immediate action to be taken, reason for its administration, and subsequent procedures to be followed;

4. When serious discipline is contemplated or when a student is suspended, the student's parents will be notified as soon as possible;
5. The informal conference will normally be sufficient in determining a suitable and subsequent course of action. A follow-up conference with the student and his/her parents is almost always appropriate in situations where serious behavioral problems have occurred;
6. When students and/or their parents or guardians feel that the intent or purpose of the District's policy has been violated, it will be the responsibility of the aggrieved to attempt to resolve the concern at the level of the alleged violation. If this procedure does not result in satisfactory resolution of the problem, the student or parent may appeal the decision.
7. A differentiation may be made between the discipline of students with disabilities and those without.

ASD Board Policy-JG

Freedom of Expression

The Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Academic freedom within the confines of state law and Board policy will be guaranteed to teachers in order to create in the classroom an atmosphere of freedom which allows students to raise questions dealing with critical issues.

The teacher is responsible for exercising good judgment in selecting issues for discussion which are of educational value to the students involved.

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Dating Violence/Domestic Violence - Student

The Board, in its commitment to providing a positive and productive learning environment will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation, menacing or bullying, including cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age

or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion.

Students may also be referred to law enforcement officials.

The principal and the superintendent is responsible for ensuring that this policy is implemented.

Definitions

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

“District” includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control of the district or where the employee is engaged in district business.

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

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

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment including interfering with the psychological well-being of a student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

“Teen dating violence” means:

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

“Domestic violence” means abuse by one or more of the following acts between family and household members²:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
- Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
- Causing another to engage in involuntary sexual relations by force or threat of force.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

“Cyberbullying” means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

Reporting

The building principal or designee will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the [employee position title] who has overall responsibility for all investigations. Any employee who has

²“Family or household members” [as defined in ORS 107.705] OR [means any of the following:

1. Spouses;
2. Former spouses;
3. Adult persons related by blood, marriage or adoption;
4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.]

knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity, shall immediately report the incident to the building principal. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence or an act of cyberbullying to the building principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the [employee position title] who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations.

The district shall incorporate into existing training programs for student's information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

ASD Board Policy-JFCF

Student Searches

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

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

1. The district official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

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

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

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

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant.

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students’ rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board’s policy and accompanying regulation shall be included.

ASD Board Policy-JFG

Student Records

The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for student records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Parental consent for the release of student information is collected each school year through the registration process.

Directory Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student’s name;
2. Student’s address;
3. Student’s telephone listing;
4. Student’s photograph;
5. Date and place of birth;
6. Participation in officially recognized sports and activities;
7. Weight and height of athletic team members;

8. Dates of attendance;
9. Degrees or awards received;
10. Most recent previous school or program attended.

Student Education Records

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

Education records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

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

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

Personally Identifiable Information

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

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as student's social security number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make student's identity easily traceable.
7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Rights of Students/Parents--Release of Information

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

Exception to Prior Consent

The District may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the District who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services.
3. To personnel of another school, another district or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the District;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 or older or emancipated;
12. Because information has been identified as "directory information."

The district may also disclose personally identifiable information or other information allowed to be disclosed under the Family Educational Rights and Privacy Act (FERPA) from a student's education records to courts and state and local juvenile justice agencies including, but not limited to, law enforcement agencies when:

- (1) Disclosure relates to these agencies' ability to serve the needs of a student prior to the student's adjudication under ORS Chapter 419C;
- (2) The person receiving the information certifies, in writing, that he/she will not disclose the information to a third party other than another court or juvenile justice agency or a person or organization providing direct services to the student on behalf of a juvenile justice agency

ASD Board Policy-JO-IGABAB/ JO-IGABAB-AR /JOB

Student Restraint and Seclusion

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

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

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

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

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

ASD Board Policy-JGAB/JGAB-AR

STUDENT RESPONSIBILITIES

Responsibilities: *An obligation one has to behave appropriately.*

Student Code of Conduct

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the District's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner during the school day and during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment.

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing or teen dating violence
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment
9. Use of tobacco, alcohol or drugs, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

Please note that student behavior, whether on or off school grounds, that results in or could be reasonably anticipated to result in a substantial and material disruption to the educational process of the school, could be the basis for disciplinary action up to and including expulsion.

Attendance

We believe that regular school attendance is a major contributor to helping us successfully reach the following shared district goals:

1. To contribute to the academic success of all students;
2. To inform parents about the class attendance and/or non-attendance of their students;
3. To develop supportive partnerships with students and families that contribute to school success;
4. To help our students develop the attribute of punctual and regular attendance, a learned function, necessary in coping with life and future work success.
5. To ensure our students meet Oregon graduation requirements. Astoria High School has four diploma options: diploma, modified diploma, extended diploma, and alternative certificate. Beginning in grade five, the District will provide information to the parents or guardians of students taking an alternate assessment about the availability and requirements of the diploma options

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

Excused Absences:

It is the responsibility of students to maintain regular school attendance. Absence from school or class can be excused at the principal's discretion due to:

- a) illness,
- b) school-sponsored field trips or activities
- c) emergency situations that require student's absence
- d) bereavement or serious illness in the family
- e) medical/dental appointments
- f) other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Unexcused Absences:

Any absence, other than those listed under excused absences, even though known to a student's parent or guardian, will be considered unexcused. Unexcused absences will result in disciplinary action by the administration.

Oregon's Compulsory Attendance Law (ORS339.010/ORS339.020):

Except when exempt by Oregon law, all students ages 6-18 who have not completed the 12th grade are required to attend regularly, a school full-time during the entire school year.

Persons having legal control of a student ages 6-18 who has not completed the 12th grade are required to have the student attend school. Persons having legal control of a student who is five or six year of age and has enrolled the child in a public school, are required to have the child attend and maintain regular attendance.

Under the superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance can result in a citation or loss of privileges for parents/guardians.

A student/parent is considered to be in violation of Oregon Law when the following occurs:

- a) Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance; or
- b) A student does not attend for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months.

Exemptions From Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in grades K-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;
2. Students proving to the Board's satisfaction that they have acquired the courses of study taught in grades K-12 in the public schools;
3. Students being taught by a private teacher the courses of study usually taught in grades K-12 in the public school for a period equivalent to that required of students attending public schools;
4. Students being educated in the home by a parent who have withdrawn and notified the Northwest Regional Education Service District (NWRESA), and who have consistently met the requirements of consistent educational progress, based on the test results and the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law;
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, lawfully employed part-time and enrolled in school, or enrolled in a community college or other state-registered alternative education program.

ASD Board Policy-JEA/JED

Bus Expectations

Transporting our students safely to/from home or school-sponsored trip or activity is a priority. Therefore, it is our expectation that students comply with the following rules while using district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

17. Respond appropriately to coaches, teachers and chaperons who are responsible for maintaining order during activities and field trips.

*ASD Board Policy-EEACC/JFCC/JGDA-JGEA
OAR 581-53-010*

Closed Campus

All students in Astoria School District are to remain on the school grounds unless excused by the administrator in charge. Students in Grades 10-12 may leave campus during the lunch period, for work release, cadet teaching, or with parent permission if approved by the school office.

ASD Board Policy-JEFA

Computer and Technology Use

Students may be permitted to use the district's electronic communications system for instructional purposes or to conduct research related to education consistent with the district's mission or goals. It is not intended for personal use or public access, for commercial use, or political action.

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

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

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to

have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Students and parents can find more information about the district's computer and internet use policy in the Astoria School District Internet and Computer Use Handbook in the Appendix of this document.

ASD Board Policy-IIBGA-AR

Personal Electronics and Social Media

PERSONAL ELECTRONICS

Students may possess personal electronic devices, in district facilities during the school day only as authorized by building administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data. Students shall comply with the school and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices.

According to district policy, personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property and public school-sponsored activities. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc. may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

SOCIAL MEDIA AND CYBER COMMUNICATION

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

Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In

addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

Any student, employee or third party who has knowledge of conduct in violation of this Board policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, menacing or cyberbullying in violation of this Board policy or this administrative regulation shall immediately report his/her concerns to the building principal or superintendent who have overall responsibility for all investigations. Reports can be made anonymously and all reports will be investigated by building administrators.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Cyberbullying or the use of electronic communication to harass, intimidate, or that contains inappropriate text or images will also be reported to local law enforcement and may referred to law enforcement officials.

The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public school equipment.

ASD Board Policy-JFCEB-AR/IIGBA/GBNA/JFCF

Student Vehicle Use

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Students who live within reasonable distance may ride their bikes to school. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

ASD Board Policy-JHFB/JHFC

STUDENT BEHAVIOR AND DISCIPLINE

In Astoria School District we have worked to develop a proactive approach to positive behavior outcomes for our students. We believe strongly that everyone is more successful and high levels of learning can occur when expectations for behavior are made clear, instructed, and positively reinforced. Each school has developed positive behavior expectations for all common areas and work to communicate, teach, and reinforce those behaviors with our students.

We work develop and maintain positive relationships we've built with students and families and rely on these relationships to work together to create positive outcomes for our students and address student behavior.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective. Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

ASD Disciplinary Actions

When students fail to consistently meet expectations for behavior or violate the Student Code of Conduct they can be subject to disciplinary action. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators or other employees).

Informal Talk or Problem Solving Opportunity	In the case of a minor behavior issue, a school official will talk to the student and try to reach an agreement regarding how the student should behave. There may be the opportunity for the student to work through a problem-solving opportunity to develop alternative behavior strategies.
Conference	A conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior by developing a plan for appropriate behavior, which may include restitution.
Parental Involvement	A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials and other individuals involved.
Disciplinary reassignment	The student is reassigned away from usual activities within the school. This may include, but is not limited to, a referral to counseling, a schedule change, and/or an optional work assignment around the school, a shortened day, noon or after-school detention, and in-school suspension. During reassignment, the student may be asked to develop a plan for appropriate behavior.
Detention	A school administrator or teacher may detain a student for disciplinary reasons during or after school hours, provided the parent has been notified of the detention and, in the case

	of bus students, arrangements have been made for the student’s transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.
Suspension	<p>A student whose conduct or condition is seriously detrimental to the school’s best interests may be suspended for up to and including 10 school days. Students may be expelled for any of the following circumstances:</p> <ul style="list-style-type: none"> a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student’s behavior have been ineffective; or c) when required by law. <p>While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. School work missed by the student may be made up upon the student’s return to school.</p>
Expulsion	<p>A student may be expelled for severe or repeated violations of the Student Conduct Code. When this occurs, the student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, from school activities and all related school functions. The length of time that a student is expelled is determined by the superintendent and may be up to one calendar year.</p>
Suspension of Driving Privileges	<p>Suspension of driving privileges through the Oregon Department of Transportation can occur if a student 15 years of age</p> <ul style="list-style-type: none"> a) has been expelled for bringing a weapon to school; or b) has been suspended or expelled at least twice for any of the following reasons: <ul style="list-style-type: none"> i. Assaulting or menacing a school employee or another student; ii. Willful damage or injury to district property; iii. Use of threats, intimidation, harassment or coercion against a school employee or another student; iv. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

Prior to disciplinary action, school staff must consider:

- The nature of the misconduct.
- A student’s age, health, and disability or special education status.
- Cultural or linguistic factors that may have played a role in the misconduct.
- Appropriateness of student’s academic placement.
- Student’s prior conduct and record of behavior.
- Support systems available to the student.
- Student’s willingness to repair the harm.
- Impact of the incident on overall school community.
- Availability of prevention and intervention programs that are designed to address student misconduct.
- Whether the student voluntarily disclosed the misconduct.

Staff, students, and parents should be advised that issues may arise that are not specifically outlined in this student handbook. In these circumstances, school officials reserve the right to assess the situation and make a decision based upon the facts of the matter, precedent, age and develop and the premise of creating and maintaining a quality educational environment for all students.

Serious Student Misconduct Infractions

The following behaviors are judged to be serious misconduct. Penalties for any of these acts may include suspension or expulsion. In addition, some misconduct will result in notification of the proper authorities.

Absence (Unexcused)	Any absence which has not been excused by parent or legal guardian and appropriate school official.
Alcohol/Drug/ Tobacco Use or Possession *	Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs or alcohol. This includes the use of e-cigarettes and/or personalized vaporizer, and the misuse of prescription and over-the-counter drugs. Students are not allowed to possess paraphernalia of any type. This would include items that are intended to be used for the smoking, inhaling or injecting of any drug not prescribed for the student, any items that promote the involvement or use of drugs or alcohol or any items, drawings or signs that indicate or promote involvement in street gangs, drugs or alcohol.
Arson*	Use of fire to destroy or attempt to destroy or damage property, or possession of lighters and/or flame devices.
Cheating/Plagiarism*	Copying, illegal use of notes, tests, or other people's work. Breaking the rules in athletic events/, activities, or contests
Computer Tampering/Misuse of Electronic Communication	Unauthorized inappropriate use of electronic communication systems (e.g., computers). This can include misuse or alterations of computer equipment, and/or adding or deleting programs.
Defiance	Any act of willful disobedience in language or action, or repeated failure to comply with directions of school personnel.
Disorderly Conduct	Inappropriate acts that interfere with the peaceful conduct of the school environment.
Disruption	The use of noise, force, violence, appearance, or any other conduct intentionally cause the disruption of the peaceful conduct of school (bomb threat, false alarm, endangerment, etc.).
Fighting*	Having, threatening or promoting physical contact with another person with the intent to inflict harm.
Forgery Providing False information*	Falsifying records, altering or giving false, misleading information to school personnel. (This includes failing to identify oneself.)
Gambling*	Participating in games of chance for the purpose of exchanging money or anything of value.
Harassment or Menacing*	Promoting, attempting or threatening to cause physical injury (threatening, intimidating, menacing or hazing another person physically or verbally). This can include: <ul style="list-style-type: none"> • Racial - Harassment directed toward an individual or individuals of a specific race or ethnic group. • Sexual - Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. • Physical - Uninvited, offensive physical contact. • Verbal - Abusive words or gestures that could elicit a negative response.
Off-Campus Misconduct*	Behavior violates the ASD code of conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the educational process of others.
Physical Assault/Injury*	Physical attack by a person or a group on another person or group who do not wish to engage in conflict, or any act to intentionally cause or attempt to cause physical injury or behave in such a way, as could reasonably cause injury to any person. This includes hazing or intimidation of other students.
Profane Language or Inappropriate Acts*	Using profane or indecent language either verbally or in writing, or committing an inappropriate act including physical conduct of a sexual nature.
Tardiness/Unauthorized Leaving of Campus	Arriving late to school or class. Students who leave school grounds without authorized permission are considered truant
Theft*	Taking or attempting to take another person's property or being in possession of stolen property.
Vandalism*	Causing or attempting to cause damage to district property or personal property, including district computer hardware and software systems.
Weapons/Dangerous Objects/Destructive Devices*	Possessing any weapon, destructive device, object or replica which could be considered dangerous or disruptive.
Threats	Physical, verbal, written or electronic action which immediately creates a fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.

* These incidents also violate state law, therefore they may also result in notification to the authorities by school officials.

Serious Student Misconduct Disciplinary Action Elementary Schools, Grades K-5

AES-Astor Elementary

L&C-Lewis and Clark Elementary

	Parent Contact	Detention	Suspension	Expulsion	Additional Info
Absence (Unexcused)	AES L&C				
Alcohol/Drug/ Tobacco Use or Possession	AES L&C		AES L&C	AES L&C	Juvenile Department and/or Law Enforcement Notified. Student may be referred for additional outside agency supports.
Arson or Possession of Flame Devices	AES L&C		AES L&C	AES L&C	Juvenile Department and/or Law Enforcement Notified. Student may be referred for additional outside agency supports.
Cheating/Plagiarism*	AES L&C		AES L&C		
Computer Tampering/Misuse of Electronic Communication	AES L&C		AES L&C		
Defiance	AES L&C		AES L&C		
Disorderly Conduct	AES L&C		AES L&C		Repeated incident may result in the removal from class/activity.
Disruption	AES L&C		AES L&C		Repeated incident may result in the removal from class/activity.
Fighting*	AES L&C		AES L&C	AES L&C	May result in police notification. Repeated incident may result in the removal from class/activity.
Forgery Providing False information*	AES L&C				
Harassment or Menacing*	AES L&C	AES L&C	AES L&C	AES L&C	See District Policy, JFCF/GBNA May also result in police notification.
Off-Campus Misconduct*	AES L&C		AES L&C		Disciplinary action dependent on conduct violation.
Physical Assault or Injury*	AES L&C		AES L&C	AES L&C	Assault results in suspension and may also include police notification.
Profane Language or Inappropriate Acts*	AES L&C		AES L&C		Profanity directed towards a staff member will result in suspension.
Tardiness/Unauthorized Leaving of Campus	AES L&C		AES L&C		
Theft*	AES L&C		AES L&C		Will also include repayment and/or community service. May also result in police notification.
Threat	AES L&C		AES L&C	AES L&C	May also result in police notification.
Vandalism*	AES L&C		AES L&C		Will also include restitution. May also result in police notification.
Weapons/Dangerous Objects/Destructive Devices*	AES L&C		AES L&C	AES L&C	Will also result in police notification.

*First Occurrence

Serious Student Misconduct Disciplinary Action Secondary Schools, Grades 6-12

	Parent Contact	Detention or Wednesday School	Suspension	Expulsion	Additional Info
Absence (Unexcused)	AMS AHS	AMS AHS	AMS AHS		
Alcohol/Drug/ Tobacco Use or Possession	AMS AHS	AHS (Tobacco)	AMS* AHS*	AMS AHS	Juvenile Department and/or Law Enforcement Notified. Student may also be asked to complete a Drug and Alcohol Assessment before returning to school.
Arson or Possession of Flame Devices	AMS AHS	AMS (Possession)	AMS AHS	AMS AHS	
Cheating/Plagiarism*	AMS* AHS*	AHS			A student who is found to have cheated/plagiarized will receive an "F" on the assignment/test submitted. Documentation of academic dishonesty will be added to the student's personal file. A student who cheats a second time during the same year can be removed from the class in which the second incident occurs and will receive an "F" for the semester.
Computer Tampering/Misuse of Electronic Communication	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	Student may lose computer, internet, and/or Google account privilege
Defiance	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	
Disorderly Conduct	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	Repeated incident may result in the removal from class/activity.
Disruption	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	
Fighting*	AMS AHS		AMS* AHS*	AMS AHS	May result in police notification.
Forgery Providing False information*	AMS AHS	AMS AHS	AMS AHS	AMS AHS	
Harassment or Menacing*	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	See District Policy, JFCF/GBNA May also result in police notification.
Off-Campus Misconduct*	AMS AHS				Disciplinary action dependent on conduct violation.
Physical Assault or Injury*	AMS AHS	AMS*	AMS AHS	AMS AHS	Assault results in suspension and may also include police notification.
Profane Language or Inappropriate Acts*	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	Profanity directed towards a staff member will result in suspension.
Tardiness/Unauthorized Leaving of Campus	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	
Theft*	AMS AHS		AMS* AHS	AMS AHS	Will also include repayment and/or community service. May also result in police notification.
Vandalism*	AMS AHS	AMS* AHS*	AMS AHS	AMS AHS	Will also include restitution. May also result in police notification.
Weapons/Dangerous Objects/Destructive Devices*	AMS AHS			AMS* AHS*	Will also result in police notification.
Threat	AMS AHS		AMS AHS	AMS AHS	May also result in police notification.

*First Occurrence

RIGHTS AND RESPONSIBILITIES FOR PARENTS AND FAMILIES

Right: *A privilege to which one is justly entitled.*

Responsibility: *An obligation one has to behave appropriately.*

RIGHTS AND RESPONSIBILITIES FOR PARENTS AND FAMILIES

Rights of Parents/Guardians:

- *To expect that their children will spend their time in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.*
- *To have assurance that school personnel will work cooperatively with parents as partners in students' education.*
- *To be informed of district policies, regulations and school-wide rules and expectations.*
- *To access and review their child's educational records with a certified staff member providing assistance.*

Responsibilities of Parents/Guardians:

- *To assure that their children arrive at school on time and prepared for work.*
- *To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.*
- *To treat school staff with respect and work with staff as partners in student's success.*
- *To work with the school in bringing about improvements designed to enhance the educational program offered students.*
- *To provide the school with current information regarding legal address, phone, medical data and other facts which may help the school to serve their children.*
- *To become familiar with District policies and school rules and regulations.*

Parental Involvement

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district's monthly newsletter published, "Back to School" or Open House nights in the fall and spring, Family Math and Literacy Nights and special events, and parent/booster club meetings held each month, provide opportunities for learning more about the district and your students' school. In addition, information is regularly posted to the district website, Facebook page, and each school's website which can be accessed via: www.astoria.k12.or.us.
3. Become a district volunteer. For further information contact the principal of your child's school.

ASD Board Policy- JECAC/GBH

Parental Rights

The district recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for educational services, in program development and district operations. With this in mind, the district affirms parent's rights, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing that may contain any one of the following items:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's parent;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
 - Religious practices, affiliations or beliefs of the student or the student's parents;
 - Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

Parents also have full rights to inspect and review their child's education records, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 those rights transfer to the student.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their child’s education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent’s rights transfer to the student and the student is then an “eligible student” under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student’s education records maintained by the school within 45 days of the school’s receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. This request can be made at the main office in each school building.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify:

- (a) the part of the record requesting to be changed, and
- (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child’s special education determination. T

3) To control the disclosure of their child’s personally identifiable information from their education record.

The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

Parents have the right to file a complaint with the U.S. Department of Education at the following address if they feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parent/Student Complaints

Astoria School District is dedicated to ensuring that we work closely with parents and students to create an environment where students can be successful. If a parent or student has a concern or complaint regarding a staff member, school/district practice or policy, or instructional materials should bring the concerns to the attention of school leaders when it arises.

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher/school personnel. If the outcome is not satisfactory, a conference with the principal should be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

ASD Board Policy-JFH

Astoria High School Student Handbook

2017-2018

ALMA MATER

Far above Columbia's waters,
With its waves of blue.
Stands our noble Alma Mater,
Glorious to view.

(Chorus)
Lift the chorus, speed it onward
Praise her to the sky.
Hail to thee, our Alma Mater,
Hail Astoria High.

Side by side we stand together,
High her banners hold.
Rearing high in pride and glory
Purple and the Gold.
(Chorus)

1. ACADEMIC DISHONESTY

Students who cheat on a classroom quiz or test will receive no credit on that quiz or test. The teacher will inform an administrator. The parents will be notified of the incident by the teacher and an administrator will confer with the student. In the conference, the administrator will review this policy with the student. Documentation of academic dishonesty will be added to the student's personal file. **A student who cheats a second time during the same year can be removed from the class in which the second incident occurs and will receive an "F" for the semester in that class.** This policy also applies to flagrant plagiarism on a research paper or electronic copying of computer information.

2. ACADEMIC INFORMATION

Report Cards- Issued every nine weeks and sent to your home. An "I" (Incomplete) will become an "F" if not completed within two weeks after the beginning of the next grading period or notification of Incomplete. An adjusted calendar may exist for academic proficiencies.

Class changes and drops- Students will not be allowed to make schedule changes unless they have been assigned to a class they have already taken or there is a computer error. All the changes or drops will take place in the Guidance Office. If the student drops a class after the **2nd week** of the semester he/she will receive an "F" in that class for the semester. Students will check in with the assigned teacher (for attendance purposes) until the day after they submit their completed add/drop form to the counselor.

Withdrawal from school- A student planning to withdraw during the school year must bring a parent/guardian note of explanation to the office.

Transcripts- Official transcripts will be mailed by the school upon your request.

10 Day Drop Students must confer with an administrator before being readmitted to AHS.

3. ANNOUNCEMENTS

The school office will provide a daily bulletin. Announcements for the next day should be in the office by 1:00 p.m. each day. A remind text notification is also sent daily. **Sign up for this by texting @allahs to 81010.**

4. ASSEMBLIES

Astoria High School provides assemblies to enrich the educational environment and to promote school spirit. Since school assemblies are educational experiences students are required to attend and are expected to conduct themselves in an orderly manner.

1. All students must attend assemblies
2. Please be seated promptly
2. Be courteous to fellow classmates, teachers, and guests.
3. Stop talking the moment the assembly begins.
4. Talking, whispering, or attracting attention are inappropriate.
5. Consider booing, whistling and shouting inappropriate.
6. Remain seated until dismissed.
7. Show appreciation to presenters.

5. ATHLETIC (AND ACTIVITIES) PARTICIPATION REQUIREMENTS

1. Must pass five classes during the previous semester with a 2.0 G.P.A. average and be progressing on track toward graduation.
2. Must pay the Participation Fee of \$125 per sport, activity fees differ.
3. Must pay thirty dollars for Student Body Card
4. Must have parent permission form completed.
5. Must have parent and participant sign training rules.
6. Must have physical exam before participating (athletics).
7. Must have authorization to perform treatment form completed (athletics).
8. Must attend all classes or have a prearranged excused absence during the school day to participate in practice and games.
9. **See the AHS Athletics Policies form for more detailed information on athletics.**

6. ATTENDANCE

Be on time! Be on time for school. It makes a difference in your grades in those morning and after lunch classes. Late arrival (>10 minutes) is considered absent from those classes you miss.

7th absence- letter home explaining the importance of regular attendance and the law

10th absence- letter home requiring a meeting with the principal to analyze what is keeping you out of school and make a plan to improve your attendance in high school.

Signing In and Out:

When leaving the campus, all students must sign out in the attendance office and then sign in when returning. Exception:leaving at lunch. Failure to check out may result in disciplinary action.

Commons:

The commons is closed during class time. Students who have an open period may report to the library. Students who are in the commons during class time may be subject to disciplinary action.

Tardies:

In order to gain full advantage of an instructional period, students are expected to be on time and fully prepared for class. Students arriving later than 10 minutes in the class period will be marked with an unexcused absence for that particular class. Students who leave class for more than 10 minutes will be considered absent for that period. Random tardy sweeps may also be conducted throughout the week by administration in which students found in the halls without permission after the tardy bell has sounded will be issued a lunch detention.

EXCUSED ABSENCES:

Excused absences **ONLY** include sickness or injury of student or family member, emergencies, pre-arranged medical & dental appointments, school related activities, and pre-arranged absences.

7. CELL PHONES

The use of cellphones in school may be a disruption to the school environment; therefore, students are not entitled to use personal cell phones in class. Unless otherwise instructed by the teacher, students are expected to have cell phones put away during class time. Student cell phones are allowed in the classroom for learning purposes. Students will receive one warning, if they are using their phone when not allowed, before the teacher takes their cell phone. Cell phones will be delivered to the office with a post-it note and student's name. The phone will be available at the end of the school day from the office. Should a student have their phone taken away a 2nd time during a week period the student's parent may be required to pick up their phone from the school office. Students who continue to not comply with these expectations may be prohibited from bringing cell phones to school. **Astoria High School is not responsible for the security of cell phone devices on campus.**

8. CLOSED CAMPUS

Astoria High School has a closed campus, which means students will stay on campus once they arrive on campus until they are released in the afternoon. You may not leave campus and return to catch the bus home. The only time a student may leave campus during school hours is at lunch (sophomores through seniors), if he/she has a work release, cadet teaching, or parent permission approved by the office. Students with parent permission must still check out at the office. **Freshmen are expected to stay on campus at all times for the entire academic year.**

9. DANCES

After-Game Dances

1. After-game dances will end at 11:15 pm.
2. Admission will be paid at the door.
3. The doors will be closed for admittance an hour after the dance begins.

Formal Dance (Homecoming, Winter Ball, and Prom)

1. Formal dances will be from 8:00 until 11:00
2. Tickets may be purchased in advanced.
3. For the Junior/Senior Prom, underclassmen must be accompanied by an upperclassmen and obtain an approved guest pass from the administration.

All Dances

1. Students leaving dances early may not return.
2. Students must obey all pertinent school rules during dances.
3. Students may bring a guest, but must have a dance guest pass.
4. Students are expected to dance according to a style deemed appropriate for a public event. Those students not in compliance will be asked to stop. *Faculty and staff may ask students to leave who continue to not comply with this expectation.*
5. Students who violate dance policies may be suspended from attending further dances.

Dance Guest Pass

1. Limit one guest pass per AHS student. There may be a limited number of available passes for certain dances.
2. The student must accompany his/her invited guest and be personally responsible for his/her guest's behavior.
3. No grade school or middle school students are allowed to attend.
4. No guest over 20 years of age will be admitted without prior administrative approval.
5. Students are expected to dance according to a style deemed appropriate for a public event. Those students not in compliance will be asked to stop. Faculty and staff may ask students to leave who continue to not comply with this expectation.

10. DISCIPLINE & DISCIPLINARY REFERRALS

Please note that student behavior, whether on or off school grounds, that results in or could be reasonably anticipated to result in a substantial and material disruption to the educational process of the school, could be the basis for disciplinary action up to and including expulsion.

Detention

Detentions are assigned to students for misbehavior or tardies. Detentions are usually held during lunchtime on Tuesday, Thursday, and Friday for 25 minutes. Some flexibility may be offered. Students who do not attend their lunch detention will be assigned 2 lunch detentions.

Detention Rules

1. Students must be in the detention room no later than 5 minutes after the bell.
2. No talking or sleeping in detention room.
3. No music devices are allowed in detention.
4. If asked to leave the detention room for misbehavior will receive another consequence.
5. Student may eat during this time as long as not disruptive to others.

REEL TIME

Reel Time is assigned to students for misbehavior, unexcused absences, or for not attending detention. **Reel Time** will run for 90 minutes on both Monday and Wednesday after school. Students who fail to attend **Reel Time** will be assigned 2 ninety minute detentions. Failure to attend will result in In School Suspension.

Rules of Reel Time (after school detention)

1. Students must be in the room by 3:20 p.m. (runs until 4:50)
2. Students must bring paper, pencil, and homework or a book to read. Students not bringing homework will be assigned work or asked to leave and suspension imposed.
3. Students are expected to cooperate with the Supervisor. Failure to do so will result in removal from Reel Time and suspension.
4. No music devices are allowed..
5. No talking.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is designed as an alternative to out-of-school suspension so that suspended students will continue to attend school, but in a different capacity. While in ISS the student will complete makeup work and assignments from their regular classes or learning packets assigned by the ISS supervisor. While in ISS the student will be isolated from rest of the students. They will be expected to follow the rules of ISS and to cooperate with the supervisor. The goal of the ISS program is to provide an academic intervention and/or a positive alternative to out-of-school suspension, while encouraging proper behavior upon return to the regular classroom.

In School Suspension Rules and Procedures

- Students will check into the office by 8:00a.m. prepared with necessary materials for the day
- I.S.S. will be served until the end of the school day (3:10) unless arrangements have been made with Mrs. Donovan or Mr. Jackson
- **Cell phones will be checked-in** and may only be used during breaks.
- **Breaks:**
 - 10 minute morning and afternoon breaks will be given 15 minutes before the beginning of the school break. Students must return to the assigned location prior to the school break beginning.
 - Students will be allowed to get their lunch 10 minutes before the lunch bell rings. They should return to I.S.S. before the beginning of the AHS lunch time and should serve their lunch break in the assigned location.
 - Bathroom breaks are allowed with permission. I.S.S. students will use the restroom across the hall from the library.
- **Tutorial:**
 - I.S.S. students may attend a specified tutorial session with approval from Mrs. Donovan or Mr. Jackson.

11. DRUG-FREE SCHOOL ZONE

Federal Drug-Free School Zone laws, created in the Crime Control Act (P.L.98473) and the Controlled Substances Act (21 U.S.C. 845a {Supp. 1989}) are designed to keep all public and private elementary and secondary schools safe from drugs. When drugs are in possession or use inside the zone (which extends 1000ft. from the perimeter of every campus) the penalties are enhanced and are categorized as a "Class A Felony."

12. E-CIGARETTES/VAPE PENS

The possession or use of electronic cigarettes, or devices resembling electronic cigarettes (regardless of whether they contain nicotine) is strictly prohibited. Students violating this policy will have the device confiscated only to be retrieved by a parent. Astoria High School will follow the same disciplinary guidelines as a student in possession of tobacco.

13. EMAIL: Your school email account is not private. Handle with care.

14. EMERGENCY SCHOOL CLOSURE

In the case of hazardous road conditions, the superintendent may decide to close or delay school. In the event that school closure or delay occurs a district wide auto-dialer call will be sent out. In addition, information regarding school closures can be seen under the ALERTS tab on the Astoria School District website. Notice will also be broadcast over these radio stations.

KAST (1370 AM) KAST (92.9 FM) KVAS (103.9 FM) KMUN (91.9 FM)
KSWB (840 AM) KKEE (1230 AM) KAQX (94.3 FM)

Please do not call the school to inquire about closures.

15. EVACUATION DRILLS

Evacuation drills will be held at least once a month in cooperation with the local fire department to ensure that students will know what to do if such an emergency should arise. When the alarm goes off, students are to calmly follow the directions of the teacher and exit through the designated fire exits so that they are at least fifty feet from the building: do **not** block or interfere with any emergency vehicles in the area. Teachers will turn off their lights, unlock their doors, and take their classroom roll sheet with them.

Earthquake Evacuation

SIGNAL: pulsing bells – get undercover

Note: Pulsing bells simulates earthquake. during actual event do not wait for bell to get undercover.

1. Remain where you are.
2. If indoors, take cover under desks, tables, or other heavy furniture, in interior doorways, narrow halls, or against weight bearing inside walls. Stay away from windows, light fixtures, and suspended objects.
3. If outdoors, move away from the building. Avoid utility poles and overhead wires.
4. After the quake is over, evacuate the building immediately and move to a safe outdoor area. Teachers take role.
5. Do not return to the building until competent personnel have inspected the building and it is declared safe.

ALL CLEAR: One Bell

Lockdown: This drill will be practiced annually. If it becomes necessary to “lockdown” a building in a rapid manner due to potential danger to students and staff, a signal will be given over the intercom. The following are the procedures of a lockdown.

1. Lockdown signal given over the intercom. e.g. “This is a lockdown – All students in the restrooms, cafeteria, or other common areas report immediately to the nearest classroom.”
2. Upon hearing the message, teachers immediately take roll to determine if all students are present. Students in the library, computer lab, counseling, resource rooms, and gymnasiums are to remain there.
3. Teachers lock their classroom doors, turn off lights, and close or draw the shades of any exterior windows.
4. Instruct the students to stay away from doors and windows. If any audible sound of gunfire is heard, instruct students to get under their desks or next to solid wall out of sight of the doorway.
5. Phones should be used as little as possible. (continued on next page)

6. Information about the lockdown will be shared as soon as possible with staff & students.
7. Do not release from a lockdown until a school administrator or police has cleared your room personally.

Lockout: *A lockout indicates that something may be happening on the outside of the school, in the community. A lockout means that exterior doors are locked and all students are brought inside the building. School goes on as usual within the building.*

Tsunami Evacuations

1. Often follows an earthquake evacuation.
2. Students evacuate to same location as a fire/earthquake drill.
3. Students who are not evacuated to bus turnaround area will be directed to proceed to the parking lot and up to the hatchery and through the north gate to the turnaround.
4. Students will then be directed by an administrator where they are to go next.
5. Special arrangements will be made for non-ambulatory students and staff.

16. EXTRACURRICULAR ACTIVITIES

Astoria High School provides a variety of extracurricular activities, including athletics, drama, musical groups, and clubs. Each is governed by a set of rules and expectations specifically for that activity. Students and parents will be informed of the rules and expectations when a student elects to participate in one of these programs.

Athletics:

Fall	Winter	Spring
Football	Basketball	Baseball
Cross Country	Wrestling	Softball
Volleyball	Swimming	Track
Soccer		Golf

Clubs and Activities:

Key Club	Net Shed Club	French Club
Spanish Club	Honor Society	Student Council
Thespian Society	Mu Alpha Theta	H.O.P.E.
Racing Club	Pizazz	Kawaii Baka
Business Leaders of Tomorrow (BL of T)		

17. FEES

Certain fees for various activities are part of Board Policy and need to be equally assessed to each student. Fee amounts are subject to change and those listed below may not be current.

Student Body Card: \$30.00 (Optional) Free admission to all home athletic activities. This is required for participation in any extracurricular activity.

Shop, Art, etc: Students will be charged for materials used in projects.

Zephyrus: (Optional) \$50.00.

Insurance Fee: (Optional) School time or 24-hour coverage. See office for rates.

Athletic User Fee: \$125.00 per sport.

Parking: \$100 per spot

18. FERPA The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

19. FOOD/DRINK in CLASSROOMS

Cleaning up student food and drink is the responsibility of the student. Some teachers may choose to not allow food/drink in their classrooms. Should food/drink debris become a problem you may be asked to no longer eat or drink in your classroom. Food/drink may not interfere with any student's education.

20. GUIDANCE

The Guidance counselors can help students with class schedules, graduation requirements, course planning and college and career decisions. Students may request to see their counselor by writing a note and giving it to the guidance secretary or by speaking directly to their counselor. Counselors will call students out of class as their schedules permit. Students may not miss class to wait to see a counselor.

21. HALL PASSES Hall passes are required for any student not in their assigned classroom during class time. Students found out of class without a hall pass may be assigned a disciplinary referral.

22. IDENTIFICATION Every student will be issued an Astoria High School ID card. This should be carried at all times. And, is to be presented to any adult on campus who asks for the ID.

23. LIBRARY SERVICES

You are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases the student must first get permission from the teacher and then, upon entering the library, inform the librarian about his/her need. Students who use the library for study are required to follow the rules of the library or will lose their library privileges. Students with open periods may work in the library.

24. LOCKER ROOM SECURITY

The locker rooms are not secured during physical education classes or during extra curricular activities which take place after school.

Students who have lockers need to lock up their valuables. Those who do not have lockers can have their instructor or coach lock their valuables in the coach's office. **It is the responsibility of the student to secure personal items.** The victim should immediately report any instances of theft to their coach, teacher, or administrator. These reports will be investigated, however items are rarely recovered. Anyone seeing an unauthorized individual in the locker room should make the same report.

Do not leave your phone to charge in the locker room at any time when you are not present.

25. LOCKERS

1. Each student must use only his/her assigned locker.
2. The lockers are the property of the school and may be inspected periodically.
3. A locker is the responsibility of the student to whom it was assigned.
4. The school cannot guarantee security of a locker so be very careful with valuable items.
5. For your own protection, do not share lockers or locker combinations with anyone.
6. Any stolen, illegal or drug/alcohol related items found in lockers will be confiscated and disciplinary action will be taken.
7. Lockers need to be clean and free of markings and stickers. Students will have their lockers inspected as part of end of the year checkout. Students will be fined for cleanup or repair of lockers.

26. MEDICATION

Students may bring *nonprescription* medication if they are developmentally and/or behaviorally able to manage themselves. This must be kept in an original container. Student may only have the amount needed for the school day. Sharing with another student is strictly prohibited and may result in disciplinary action.

27. OFFICE HOURS

Teachers will hold office hours every Thursday after lunch. *All students are required to be on campus at this time.* You may be required to attend office hours if your teacher requires you to be there for any reason. Failure to attend may result in disciplinary action. Clubs or class meetings may meet during office hours. The principal's forum will be held during advisory once a month.

28. PARKING/PARKING LOT STUDENT PARKING/PARKING LOT

1. Student vehicles parked on school grounds must be registered in the office, paid the parking fee, and be parked legally in their assigned space.
2. The school is not responsible for student vehicles or contents.
3. Obey posted speed limits. Speeding or reckless driving is prohibited and may result in the parking permit being revoked.
4. Student vehicles may be searched if there is reasonable suspicion that drugs, alcohol, tobacco, stolen property, or other contraband might be present.
5. Improper parking will result in administrative action as agreed upon in the AHS parking statement signed upon receiving your permit.
6. Students are not allowed to park in visitor parking, staff parking spaces or areas, fire lanes, or parking lot entrances. Parking in above places may result in disciplinary action.
7. Students are not allowed to linger in the parking lot during school hours. The parking lot will be closed to student access during the day, with the exception of the lunch period.
8. Vehicles may be towed or students may be given a consequence if they are not properly parked on campus.

29. SAFETY

Do you have information that you know you should share with the administration, but are worried that your name would get out? Know something about bullying, violence, drugs, or harm to our school? Safe Oregon is a way to share anonymous tips about situations that you are worried about. These may include bullying or threats to safety, things that you would report to the police. You can call or text them at 844-412-3367, use their mobile app or web portal, or email them at itp@safeoregon.com. They will need to know your high school and other pertinent information in order to help.

29. SCHOOL BOUNDARIES

From arrival on campus until the end of the school day, *the North side of Astoria High School is off limits for all students.* This includes the bus waiting area, Florence Avenue, behind the gyms, and the wooded areas north of the track or behind the applied science center. Failure to comply with this policy will result in disciplinary action. Students are permitted in the South portion of campus, including the track and parking lot. Students leaving campus during lunch should exit campus from the South parking lot or the East side of the track. Students may be allowed in restricted areas during school hours with teacher approval for purposes of a class or lesson.

30. SCOOTERS/SKATEBOARDS/ROLLERBLADES

Scooters/Skateboards/Rollerblades or other similar devices constituting potential threat to the safety of students will not be used on campus. Students found using such devices (riding or skating) may have the item confiscated pending a meeting with Mrs. Donovan and may face additional disciplinary actions. Multiple violations of this policy may result in a ban of such items from school grounds. Students may stow these items in their locker, in the main office, or in a classroom with the teacher's permission.

31.. STUDENT OPEN PERIOD

Students with an open period during the school day will report to the library. They are not allowed to be in the commons during this time.

32. TUTORIAL

Tutorial is an opportunity for students to apply their independent learning skills within a productive academic learning environment. Students have the opportunity to research assignments and projects, see individual instructors for small group or individual tutoring, make up lab requirements, take tests they may have missed due to excused absences, work on homework, attend organizational meetings, or participate in other academic activities. **Tutorial is individualized learning time for students, not free time.**

All freshmen and sophomores are scheduled into a tutorial on both Wednesday and Thursday. Juniors and seniors may choose to participate in tutorial sessions. Juniors and Seniors are required to attend if any progress or quarter grades are below a "C" and/or they have not successfully fulfilled state test graduation requirements (OAKS or SBAC). Juniors and Seniors who receive any grades below a "C" at the end of the first semester **will** be assigned tutorial for the beginning of 2nd semester. Juniors and Seniors may also be required to attend tutorial by teacher request.

Students will be signed into tutorial the week after progress reports, quarter grades, and semester grades are assigned. Students who improve their grades are still expected to stay in tutorial until the next grading period (progress reports or quarter grades.) This means that when you are assigned to tutorial you will be required to attend for at least 4-5 weeks. You do not stop attending if your grade improves, as students are not moved in and out weekly. If you believe you were assigned tutorial in error, please see Sarah Price in the counseling department.

Students will remain in a classroom for the duration of a tutorial session. At the end of the tutorial session they will return to their advisory teacher with their signed pass. The Commons is off limits to students assigned to tutorial unless accompanied by a classroom teacher. Students in the Commons during tutorial, who should be in tutorial, are subject to disciplinary action.

What to do during tutorial:

Test Preparation	Music Practice	Test Make Up	Read a Book
Group Projects	Homework	Retest Proficiencies	Tutor
Edit Papers	Make up Required Exams	Service Project	Art Projects
Science Labs	(STAR, SBAC, OAKS)	Language Practice	Shop Projects
	Get teacher Instruction	Academic Activities	

33. VISITORS

A guest must have a visitor's pass from the administration. The visitor must be here for official business. Official business would include speaking in a class, meeting with the student as their counselor/probation officer, a person having business with a staff member, etc. Student day visitors are not allowed during the school day except during lunch. Lunch visitors must check in at the office and secure a visitor's badge. Exceptions to this regulation may be considered by the administration

The remainder of this document should be completed by a school official

Form given

to: _____ Position: _____ Date: _____

Investigation

1) Investigators(s) _____ Position(s) _____

2) Interviews:
Interviewed Aggressor Name: _____ Date: _____

Interviewed Target Name: _____ Date: _____

3) Any prior incidents by the aggressor? No YES
If Yes, have incidents involved the target or target group previously?
 NO YES

Any previous incidents with finds of bullying, retaliation? YES NO

Summary of investigation: (please use additional paper and attach as needed)

Conclusion of investigation

1) Findings of bullying or retaliation: NO YES

Bullying. Incident documented as: _____

2) Contacts: (include date)

<input type="checkbox"/> Target's parent/guardian	<input type="checkbox"/> Counselor
<input type="checkbox"/> Aggressor's parent/guardian	<input type="checkbox"/> Law Enforcement/SRO

3) Action Taken:
 Loss of privileges Detention
 Suspension Community Service
 Education Other: _____

4) Describe Safety Planning:

Follow-up with target schedule for _____ Completed: _____

Follow-up with aggressor scheduled for _____ Completed: _____