

Philomath High School



2054 Applegate Street

Philomath, OR 97370

Phone: 541-929-3211

Attendance Phone: 541-929-3177

Athletics/Activities Phone: 541-929-2043

Fax: 541-929-3244

During this construction year, PHS will be located at the Clemens Campus and PHS, all offices will be at Clemens

School Colors: Black & Gold

Mascot: Warrior

High School Code: 380820

(Use this for SAT/ACT tests and college admission applications)

www.philomath.k12.or.us/phs

2011-2012

Student Name _____

Philomath High School
PRESERVING OUR PAST – PREPARING OUR FUTURE
“Learning the R.O.P.E.S.”
Responsibility-Ownership-Pride-Excellence-Success



September 6, 2011

Dear Students and Families,

Wow! What an exciting time of change we are experiencing. This year we will have two campuses – PHS South Wing and Clemens Campus (located at Clemens Primary School, CPS). Math, Science, Art, Culinary Arts, Preschool and the Media Center/Library will be in the South Wing. Music and PE will still be in Gym 1. Social Sciences, Language Arts, Foreign Language, Special Ed, Cafeteria, Alternative Ed, Administration, and Counseling will be located at Clemens Campus.

We want to welcome you to a new school year. Philomath High School is student-centered and focuses on continually building pride in our school, community and in self. This pride is demonstrated in the areas of personal achievement, involvement, recognizing each others differences, and excellence. Students entering our doors at Philomath High School will transition successfully to their next destination with the necessary knowledge and skills needed. The staff at PHS has high expectations for all students with a strong empowerment of responsibility and accountability. Every staff member at Philomath High School cares about every student and believes in FINAO (Failure is not an option).

Because of the diversity of needs of all our students and the continued growth of our student body, the student handbook/planner plays the important role of providing a framework for action and behavior which will allow us all to be productive members of the school community. We expect and believe that our staff, students, and their families will all make our best efforts to maintain a feeling of cooperation and mutual trust. We appreciate your commitment to this effort, and we wish you the best of success for the coming year.

Sincerely,

Philomath High School Staff

2054 Applegate Street, Philomath, Oregon 97370
(541) 929-3211, FAX (541) 929-3244

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Administration

Ken Ball, Principal, Athletic Director
Jon Bartlow, Assistant Principal/Activities
Director

Teaching Staff

Simon Babcock
Scott Ballard
Steve Bennett
Donna Carter
Len Cerny
Mike Crocker
Joe Dealy
David Dunham
Alice Eldridge (.50)
Saff Evans
Dave Garvin
Sue Goodson
Cindy Graff
Babette Grunwald (.50)
Dan Johnson
Matt Kelly
Rachel Kirby (.58)
Geoffrey Lake
Amy Leonard
Lori Longway
Janine Luta
Scott McCannell
Sarah Melonuk
Jodi Moade (.75)
Ron Morella (.75)
Sharon Sanchez-Aragon
India Sloat
Nicole Stueve (.58)

Support Staff

Debbie Baldwin
Kathy Bauer
Sue Bennett
Donna Cottam
Merrie Damen
Nancy Dushame
Amber Ellis
Stacy Galvan
Terry Garvin
Doreen Hamilton
Cherie Haynes
Barbara (Barbie) Hedgpeth
Barb Holton
Jan Kilgore
Debby Long
Jennifer Mellein
Whitney Stearns (.80)

Guidance /Counseling

Beth Edgemon, Counselor, Classes 2012/2013
Kim St. Clair, Counselor, Classes 2014/2015

Assignment

Forestry, Ecology
Manufacturing Technology
PE, Weight Training
Health, Math
Physics, Chemistry
Social Science, PE
Math
English, Broadcast Media
Science
Special Education Lifeskills
Social Science, Psychology
Media Specialist, Business
Spanish
German
Music, Theatre, GED Program
English
Art
Social Science
Yearbook, Social Science, Health
Resource Room
English
Math
Family and Consumer Studies
Math
Alternative Education, PE, OLL
Spanish, Math, ELL
Science
Business Education

Instructional Assistant (ERC)
Instructional Assistant (Lifeskills)
Instructional Assistant (ERC)
Instructional Assistant (Lifeskills)
Head Custodian
Library Aide
Custodian
YTP Job Coach
Activities/Athletics Assistant
Office Manager
Power School Coordinator
Attendance Secretary
Instructional Assistant (Lifeskills)
Registrar
Instructional Assistant (Lifeskills)
Pool Director
YTP Transition Specialist

**2011-2012
Bell Schedules**

Monday-Wednesday A.M. Advisory Schedule

0 period	7:05 a.m. – 7:55 a.m. (Jazz Band)
1 st period	8:05 a.m. – 9:10 a.m.
2 nd period	9:16 a.m. – 10:21 a.m.
3 rd period	10:27 a.m. – 11:32 a.m.
Advisory period	11:38 a.m. – 12:08 p.m.
Lunch	12:08 p.m. – 12:43 p.m.
4 th period	12:49 p.m. – 1:54 p.m.
5 th period	2:00 p.m. – 3:05 p.m.

Tuesday-Thursday-Friday P.M. Advisory Schedule

0 period	7:05 a.m. – 7:55 a.m. (Jazz Band)
1 st period	8:05 a.m. – 9:10 a.m.
2 nd period	9:16 a.m. – 10:21 a.m.
3 rd period	10:27 a.m. – 11:32 a.m.
Lunch	11:32 a.m. – 12:07 p.m.
4 th period	12:13 p.m. – 1:19 p.m.
5 th period	1:25 p.m. – 2:30 p.m.
Advisory	2:35 p.m. – 3:05/3:30 p.m.

Early Release Schedule

0 period	7:05 a.m. – 7:55 a.m. (Jazz Band)
1 st period	8:05 a.m. – 8:53 a.m.
2 nd period	8:59 a.m. – 9:47 a.m.
3 rd period	9:53 a.m. – 10:41 a.m.
4 th period	10:47 a.m. – 11:35 a.m.
Lunch	11:35 a.m. – 12:10 p.m.
5 th period	12:16 p.m. – 1:04 p.m.
Staff Development	1:15 p.m. – 3:30 p.m.

2-hour Delay Schedule (due to inclement weather)

0 period	cancelled
1 st period	10:05 a.m. -- 10:53 a.m.
2 nd period	10:59 a.m. -- 11:46 a.m.
Lunch	11:46 a.m. -- 12:26 p.m.
3 rd period	12:32 p.m. -- 1:19 p.m.
4 th period	1:25 p.m. -- 2:12 p.m.
5 th period	2:18 p.m. -- 3:05 p.m.

Telephone Numbers

High School Office	929-3211
Attendance 24 hour line	929-3177
Athletics/Activities	929-2043
PHS Forestry Department	929-6456
Clemens Community Pool	929-3584
District Office	929-3169

School Board Members

Dan Forbess, Superintendent
Rose Cook, Board Member
Don Cruise, Board Member
Jim Kildea, Board Member
Tom Klipfel, Board Member
Rick Wells, Board Member

The Board of Education encourages citizens to attend Board meetings. Meetings will be held at 7:00 p.m. on the third Monday of the month at the Clemens Campus of Philomath High School except the October meeting will be held at Blodgett Elementary and the March meeting will be held at the Kings Valley Charter School.

Our Mission Statement

“PRESERVING OUR PAST – PREPARING OUR FUTURE”

Philomath High School is an educational community that continues to embrace a tradition of success – promoting responsibility, respect, ownership, pride, and excellence.

Our Vision Statement

“Learning the R.O.P.E.S.”

(Responsibility – Ownership – Pride – Excellence – Success)

Students and staff at Philomath High School achieve success daily by creating a strong foundation of **responsibility** – taking **ownership** of their learning, their choices, and their contribution to society. They show **pride** in themselves, their school, and their community by demonstrating respect, tolerance, and compassion. Everyone works cooperatively to create a learning environment that encourages **excellence** as well as intellectual curiosity, critical thinking, and moral courage. With this foundation, graduates possess the necessary academic, personal, and social skills to **succeed** in an ever-changing world.

Our Belief Statements

1. Students and staff will demonstrate responsibility to self by:
 - Becoming intellectually curious, lifelong learners who seek challenges
 - Having the integrity and moral courage to be accountable for their choices and actions
 - Demonstrating critical thinking, problem solving, and academic excellence.
2. Students and staff will demonstrate responsibility to others by:
 - Communicating effectively while working cooperatively
 - Showing respect, tolerance and compassion by valuing diversity
3. Students and staff will demonstrate responsibility to community by:
 - Being active, positive contributors to their local community and global society

Responsibilities of Students

1. To attend school regularly.
2. To pursue an education by participating actively in the program of studies and activities offered.
3. To comply with the policies of the school district and to follow the lawful direction of the staff appointed by the Board of Directors.
4. To conduct themselves so as to avoid interference with or disruption of the dignity and rights of other individual students, the student group as a whole, or the school administration and staff as they fulfill their responsibilities and duties.
5. To conduct themselves in a manner that will not bring discredit upon themselves or upon other members of the school community.

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

Non-discrimination

Philomath School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act.

Rules & Regulations

Philomath High School's purpose in enforcing school rules is to create within the school an educational climate conducive to learning and to protect all members of the school community. In fulfilling this responsibility, the school must exercise direction and discipline of students. School rules are derived from the three following sources:

1. The democratic principles of respect for the persons and property of others and for the welfare of the group.
2. Personal ethical standards, including courtesy, decency, morality, clean language, honesty, wholesome relationships with others, pride in one's work and achievement within one's ability.
3. Constituted authority, namely rules, regulations, and new policies consistent with Oregon law, school board policies and rules adopted by PHS.

Students at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds. Violation of regulations may lead to discipline sanctions up to and including suspension or expulsion.

Graduation Requirements

A Philomath High School Diploma shall be awarded to each student who has satisfactorily completed all state and Philomath School District requirements for units of credit, attendance, Career Related Learning Standards, and the proficiency standard. All students completing these requirements as well as fulfilling their senior project requirements are eligible for participation in graduation ceremonies.

A **standard diploma** shall be awarded upon completion of all requirements. An **honors diploma** will be awarded to students who meet additional subject, unit and academic standards (3.5 AGPA) and achieve a CIM. A **Valedictorian Diploma** will be awarded to students who meet the further requirements as outlined on page 8. A **modified diploma** will be awarded to students who meet the requirements of a special program, as determined by the school team. See your counselor for more information.

Attendance - Attendance through grade 12 is required. Students with exceptional circumstances may petition the Board of Education to waive the attendance requirement if they have met all other graduation requirements for units of credit and academic competence. Refer to early graduation policy - IKFA. The attendance policy at Philomath High School emphasizes the importance of classroom attendance and participation in education. Absences of any kind will affect a student's progress and grades. To receive credit for any class, a student must be in attendance on a regular basis. Any exceptions will be made on an individual basis with approval of the principal.

GRADUATION REQUIREMENTS

Philomath School District requires each student to earn a minimum of 24 units of credit in grades 9 through 12. Listed below are the required units of credit each student must earn:

	Standard Diploma	Honors Diploma**	Valedictorian Diploma***
Language Arts	4.0	4.0	4.0
Mathematics	3.0	4.0	4.0
Social Sciences	3.5	3.5	3.5
Lab Sciences	3.0	3.5	4.0
Health	1.0	1.0	1.0
Technology	0.5	0.5	0.5
Physical Education	1.0	1.0	1.0
CTE/Applied/Fine Arts or Foreign Language	2.5	2.0 of same For. Lang Plus .5 AA/FA or Foreign Language	3.0 of same Foreign Language
Personal Finance	0.5	0.5	0.5
Electives	4.5	5.0	6.0
Senior Project	0.5	0.5	0.5
TOTAL:	24.0	26.0	28.0
Essential Learning Skills	Required	Required	Required

****Honors Diploma** – AGPA 3.5 and completion of the Certificate of Initial Mastery (CIM). Math level must be through at least Pre-Calculus and a student must take math during the first three years of high school.

***** Valedictorian Diploma**– Must have first highest AGPA for valedictorian. Completion of the CIM and must take 2 AP or College AAOT courses (AP English 12, AP Calculus, College Writing, College Physics and approved courses taken at LBCC or OSU). Math level must be through Pre-Calculus and a student must take math during the first three years of high school.

Exceptions to the requirements for graduation may be made in cases of physical or economic hardships or for special program students, as allowed by state statute and approved by the School Board. **Modified Diploma** candidates must meet with the school team before the end of sophomore year. See your counselor for procedures.

In order to provide a variety of educational experiences through which students may meet the graduation requirements of the district, **optional educational opportunities** will be made available to qualified students. See your counselor for more information.

Students interested in Early Graduation must petition the Philomath School Board by May 1st of sophomore year. See your counselor for procedures.

Graduation Speaker Protocols and Procedures

Because the Board believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise. (refer to Board policy IKFB)

All students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma or a certificate of attendance, may participate in graduation exercises.

The School Board expects the high school principal to coordinate and review all aspects of the graduation. The principal will arrange for the graduation programs to be planned by the Senior Class Selection Committee on the date selected by the Board. The Senior Class is responsible for organizing its own commencement program, including selecting speakers and entertainment from the class. The following is a compilation of practices and procedures to eliminate confusion or misunderstanding in the process.

SELECTION COMMITTEE for commencement speakers and entertainment will consist of the following:

The senior class president(s) plus two other students who are chosen by the president(s), and who are not competing

- . Two teachers
- . The principal or designee

SPEAKERS

- . The senior class president(s) will welcome the audience
- . A committee will choose three other speakers, as follows:
 - One speaking opportunity will be reserved for the Valedictorian. If there are two or more Valedictorians who wish to speak, they will compete for this position. The Valedictorian(s) not chosen may then compete for the following opportunities.
 - Two speaking opportunities will be open to any seniors who wish to compete for the honor.

The committee may reject any and all competitors who demonstrate poor preparation.

ENTERTAINMENT

A committee may choose up to three musical numbers to be included in the commencement exercises. To be eligible for selection, students must demonstrate talent and preparation at the tryouts.

VALEDICTORIAN (refer to Board policy IKC)

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian will be selected for each graduating class.

The district's valedictorian may be permitted to speak as part of the district's planned graduation program at the discretion of the building principal. All speeches must be reviewed and approved in advance by the building principal or designee. Titles and privileges granted to students designated as valedictorian may be revoked for violation of Board policy, administrative regulation or school rules.

The valedictorian will be selected according to the following procedure:

1. The students will be considered eligible for valedictorian status based on the highest grade point average as computed at the end of eleven trimesters of high school work. Valedictorian status will be confirmed at the end of twelve trimesters.
2. A valedictorian must achieve an Honors Diploma and the Certificate of Initial Mastery (CIM).
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
5. To be eligible for valedictorian, a student must be enrolled at Philomath High School prior to and continuously following the 10th school day of the student's senior year.

Student Activities

It shall be Philomath High School's aim to offer a variety of activities for teenagers in a supervised and organized manner and to offer an opportunity for them to develop skills in, and an appreciation of, these activities. Participation for many, rather than limitation to the talented few, is the keynote of the program. All students should conduct themselves in and out of school in a manner that reflects pride in the school, the community, the family and themselves.

ASB Officers

Co-Presidents: Leigh Harman
Zach Leonard
Vice-President: Tegan Grunwald
Secretary: Emily Klipfel
Treasurer: Taylor Hagel
Sergeant at Arms: Stephen Coskey
Media Systems: Samm Strader
Truman Manning
Spirit/Activity Carson Williams
Coordinators: Jorge Banuelos
Althea Hinds-Cook, Max Braly
:

Junior Class Officers

President: Chase Celorie
Vice-President: Andrea Bartlow
Secretary: Savanna Kile
Treasurer: Dallas Caples
Sophomore Class Officers
Co-President: Haylee Grimmer
Keaton Townley
Vice-President: Nevin Doyle
Secretary: Maddie Lehman
Treasurer: Phil Harman
Sergeant at Arms: Tyler Haslam

Senior Class Officers

Co-Presidents: Allison Nolan
Veronica Sedlacek
Vice-President: Austin Haslam
Secretary: Brianna Hood
Treasurer: Lez Magana
Sergeant at Arms: Braydon Calder

Freshman Class Officers

Co-Presidents: Spencer Bennett
Mitchell Thomas
Vice-President: Quinton Kile
Secretary: Jack Lehman
Treasurer: Koeby Bennett
Sergeant at Arms: Alex Castle

Club Advisors

BAND COUNCIL	Dan Johnson
BIBLE CLUB	Sharon Sanchez-Aragon
CHOIR COUNCIL	Dan Johnson
DRAG TEAM	Malcolm Rose
DUNGEONS & DRAGONS	Joe Dealy
EQUESTRIAN TEAM	Linda Dowless
FBLA	Sue Van Meter
GERMAN CLUB	Babette Grunwald
GSA	TBD
PHRED (FIRST Robotics)	Terry Heath
	Doug Edmonds
FORESTRY/NAT. RES.	Simon Babcock
LINK CREW	Beth Edgemon
	Matt Kelly/Sue Goodson
NHS	Sharon Sanchez-Aragon
SCHOOL OF THOUGHT	Geoff Lake
THEATRE	Dan Johnson
WRITING CLUB	Matt Kelly

Homeroom Advisors

2012-	Babcock/Eldridge, Ballard, Carter, Dunham, Melonuk, Goodson/Stueve
2013-	Dealy, Garvin, Johnson, Moade/Kirby, Morella/Grunwald
2014-	Cerny, Crocker, Graff, Leonard, Luta
2015-	Bennett, Kelly, Lake, McCannell, Sloat

School Sports and Coaching Staff

Athletics Director: Ken Ball
Athletics/Activities Assistant: Terry Garvin

Fall Sports

Football

Head Coach: Troy Muir

Volleyball

Head Coach: Whitney Stearns

Cross Country

Head Coach: Joe Fulton

Boys' Soccer

Head Coach: Anton Grube

Girls' Soccer

Head Coach: John Williams

Winter Sports

Wrestling

Head Coach: Troy Woosley

Swimming

Head Coach: Rhonda Flatz-Byers

Boys' Basketball

Head Coach: Blake Ecker

Girls' Basketball

Head Coach: Amy Leonard

Dance

Head Coach: N Sue Van Meter, Lori Haslam

Spring Sports

Baseball

Head Coach: Levi Webber

Softball

Head Coach: Stephanie Kerst

Tennis

Head Coach: Toni Thomas

Track

Head Coach: Joe Fulton

Oregon West Conference Schools

Cascade High School (Cougars)
10266 Marion Road SE
Turner, OR 97392
Phone: (503) 749-8490

Central High School (Panthers)
1530 Monmouth Street
Independence, OR 97351
Phone: (503) 838-0480

Newport High School (Cubs)
322 NE Eads Street
Newport, OR 97365
Phone: (541) 265-9281

Stayton High School (Eagles)
757 W Locust Drive
Stayton, OR 97383
Phone: (503) 769-2171

Taft High School (Tigers)
4040 High School Drive
Lincoln City, OR 97367
Phone: (541) 996-2115

NCAA Requirements

NCAA requirements for student athletes closely match the Oregon University System (OUS) requirements for college entry. A list of NCAA approved courses for PHS is listed at the following web site: http://www.ncaaclearinghouse.net/ncaa/NCAA/hs/index_hs.html. This list is updated yearly by the high school guidance department in order to keep the clearinghouse current on PHS course offerings.

****ACADEMICS****

Academic All-American Program

The Philomath Board of Education established the Academic All-American (AAA) program to recognize academic achievement in much the same way as we recognize athletic achievement. Members of the first team earn a trimester grade point average (GPA) of 3.75 or higher. Members of the second team must earn a trimester grade point average (GPA) of 3.50-3.74. For students with less than a full time schedule, the principal will determine eligibility other than GPA. Students attending institutions of higher learning while enrolled at PHS must be enrolled in a total of four classes combined to be eligible for AAA.

First team students will be awarded certificates. First team students who have earned a Certificate of Initial Mastery (CIM) will be awarded an academic varsity letter, and a star for initially qualifying for the team. Students with a CIM who have already earned first team honors will receive a star for each additional trimester qualifying for first team. Students with a CIM who earn a 4.0 GPA will be awarded a "4" in place of a star. Second team students will receive a certificate. After receiving five second team certificates and a CIM, the student will receive a first team letter. Students will be honored for their achievements at student body awards presentations at the beginning of the trimester following when they earned their award. For the third trimester, the recognition will happen in the fall of the next school year. Seniors who achieve AAA during the third trimester of their senior year will be honored at graduation.

Academic Integrity

Students are expected to maintain Philomath High School's high standards in honesty, integrity, and ethics with regard to their academic work. This includes, but is not limited to, homework assignments, tests, quizzes, research papers, projects, and presentations. Teachers will explain the consequences in their individual courses for students violating this trust. Consequences may include, but not be limited to, loss of credit for the particular assignment without the option of make-up work, and/or sanctions that could affect the student's final course grade up to and including a failing grade in the course on the student's transcript. A disciplinary referral could include, but not be limited to, sanctions such as detention, suspension, or expulsion. Students participating in PHS athletics and/or activities could have their right to participate affected by such actions. Students and/or their parents/guardians may appeal any such decision to the school administration.

Certificate of Initial Mastery

Certificate of Initial Mastery (CIM) indicates achievement of a statewide level of quality performance in reading, writing, speaking, mathematics, and science. CIM Awards are awarded yearly during academic awards ceremonies.

Certificate of Advanced Mastery

The Certificate of Advanced Mastery (CAM) indicates student achievement in rigorous academic and career-related learning standards. The CAM reinforces learning through real and relevant application of knowledge and skills and prepares students for a successful transition from high school to their next steps of life roles. To receive a CAM, a student must meet academic content and career related learning standards through participation in an endorsement area and career related learning experiences. The endorsement areas are:

Arts & Communication (career opportunities in the area of, but not limited to, fine arts, design, journalism, literature, music, theatre, video productions, world languages and writing)

Business & Management (career opportunities including, but not limited to, occupations in accounting, marketing, entrepreneurship, international business, fashion merchandising and sports and entertainment marketing)

Health Services (career opportunities including, but not limited to, occupations in medical, dental, fitness, corporate wellness, health promotion and public health)

Human Resources (career opportunities that focus on people, their needs, their growth and development and their safety and well-being--education, law, government, social services...)

Industrial Engineering Systems (career opportunities in designing, installing and maintaining industrial and mechanical systems)

Natural Resources (possible areas of focus include fish and wildlife, agriculture, horticulture, forestry, marine sciences, and urban sciences)

Essential Learning Skills

Beginning with the graduating class of 2012, students must master state set Essential Skills to graduate with a PHS diploma or Oregon diploma (Read and comprehend a variety of text 2012+; Write clearly and accurately 2013+; and Apply mathematics in a variety of settings 2014+).

College Admission

Check with the Guidance Center about the requirements needed for college entrance.

Curriculum

The curriculum at Philomath High School includes the total educational program under the direction of the school district. The educational program includes classroom instruction, laboratory experience, reading enrichment, field trips, individual project work, and organized student activities.

Philomath High School's goal is to provide a curriculum which meets the varied needs, abilities and interests of all high school students in the community.

Grades

Letter grades are based on the following:

A— equals 90 – 100 percent

B— equals 80 – 89 percent

C— equals 70 – 79 percent

D— equals 60 – 69 percent

F— equals 59 percent and below

I — equals incomplete, two weeks to make up the work or receive an F.

Incompletes will be given only for absences resulting from illness during the last week of the grading period or from additional time provided as a result of an Individual Education Plan.

Students must have work completed prior to family vacations if the vacation comes the last week of a grading period.

P— equals passing

NP— equals not passing

The grade issued at the end of each trimester is the official grade that will appear on the student's transcript. In addition to the final trimester grades, students will be given a progress grade at the end of six weeks. P/NP decisions must be made within the first three (3) weeks of a course. If a student drops a class after three (3) weeks, the student will receive an F as a grade. If a student transfers from class "A" to class "B" during a trimester, the grade and attendance of class "A" transfers to the new class. Exceptions may be made on an individual basis with approval of the principal.

Schedule changes must be completed by the end of the fifth school day each trimester.

Homework

Homework helps students to accept their responsibility in the educational process and to realize that learning is not limited to the school setting or classroom. Homework is one means of teaching the necessary skills of independent study and learning outside the school. Homework can be understood to include not only written work, but also activities such as viewing specific television programs, searching for information in newspapers or magazines, reading, and other activities which are related to classroom work but are performed outside of school time. Each teacher should be approached by the student to find out what homework or other assignments have been missed and when those assignments are due.

Media Center

The media center is the most valuable support room in the school. It contains books, magazines, newspapers, pamphlets, kits, and resources necessary for your research projects, class assignments and reading enjoyment. Students have access to the center between the hours of 7:45 am and 4:15 pm. Use of the center during class time requires a pass from the student's teacher. A pass is not necessary before school, after school, or during lunch or break time.

Material check out:

- >Books–3 weeks with renewal up to 9 weeks.
- >Magazines and Newspapers–are to remain in the media center but may be photocopied.
- >Pamphlets–3-5 days and renewable
- >AV (audio-visual) needs to be approved by Media Personnel and a supervising staff member.
- >The laptop mobile carts (15 each, one cart at each location) may be checked out at the Main Office or Media Center, when available and not in use for state assessment time frames.
- >Other – consult Mrs. Goodson. Return all materials to the checkout counter. Books may be placed in the book drop located in the front counter. Overdue material needs to be checked in with the media personnel. Students will be charged replacement cost for lost or damaged materials. Food, drink, gum chewing, hats, personal electronic devices and cell phones are not allowed in the center.

Parental Placement in Private Schools

Parents or guardians of students qualified or receiving Special Education services under the Individuals with Disabilities Education Act (IDEA) or those being considered for possible qualification must notify the district if they plan on placing their child in a private school. This notification must take place either during the last IEP (Individual Education Plan) meeting prior to the unilateral placement, or in writing at least ten business days prior to making the unilateral placement. By unilaterally choosing a private placement for a student who qualifies for or is being considered for possible eligibility for special education services, the parent or guardian declares and notifies that they do not accept the district's offer of Free Appropriate Public Education (FAPE) and the specially designed instruction and other possible services as part of the student's current or potential IEP. Students qualified to receive special education services who are parentally placed in a private setting may still receive these services, but parents should understand that federal law allows the school district to limit the amount spent on these services. For further information, contact the Special Services Director of the district.

Power School

Power School is used at the high school. If you need your access codes, please contact the office. It is a great resource for checking a student's attendance, missing assignments and grades.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled two times throughout the school year, once in the fall (Oct. 19-20) and once in the spring (April 15-16). Parents may fulfill these conferences one of four ways: 1) Face-to-face by coming in to see the teachers during the assigned evenings; 2) via direct phone call and talking with the teachers; 3) via e-mail by again communicating directly with the teachers; or 4) through continual Power School reviews along with communication directly with the teachers prior to the conference dates. All students with grades of C, D, or F must participate in these conferences. Students with grades of A or B may elect to conference or not. All paper grade reports are to be picked up at the HS office during the conference dates. Conferences during the second trimester take place the first week of February with teachers making contacts with parents of students with grades of C, D, or F.

Student and Teacher Additional Conferences

Students are responsible for contacting their classroom teacher when assignments are unclear. Requesting a conference should be done directly with the teacher. Teachers are available and are here to help students. The best times for conferences are before school and after school. If a problem arises, students may also seek help from their counselor.

TAG and Other Services

OAR 581-22-403 requires that the needs of talented and gifted (TAG) children be met. The goal of the Philomath School District is to provide a sound educational program for every child. In addition to regular instructional programs, the following services are available at Philomath High School for district families: Guidance and Counseling Services, Health Nurse/Nurse Practitioner, On Call Hearing/Vision Screening, On Referral Speech Services, Special Education, Talented and Gifted Services, Alternative Classroom, Work Experience, Internships, Community Services Consortium. Parents who feel that their child has a particular need of any of these services should contact the counseling center or school administration for further information. PHS wants each child to have an environment that encourages learning and growth.

Transcripts

Each student may obtain three (3) free transcripts each year. For each transcript after three, the student will be charged \$2.00. Mailing will be extra. Former students will be charged \$2.00 plus mailing charge.

****ACTIVITIES****

Activities Letter

Philomath High School offers students the opportunity to letter in the following activities:

Band	Choir
Drag Team	Equestrian Team
FBLA	FIRST (PHRED)
Forestry (AOFC)	Student Council
Theatre Club	

Each activity requires a specific set of criteria for students to meet if they wish to letter. Students desiring to work for an activity letter need to ask the activity advisor for a copy of the criteria. Academic Eligibility for activities is listed in detail in board policy and will be explained by the activity's advisor.

Announcements

Only announcements directly concerning the school or organizations within the school will be made. Announcement forms are available at the office. All announcements must be submitted in writing to Mrs. Hamilton by noon the day before the announcement is to be made.

Announcements will be read and posted each day. A copy will be posted on the bulletin board outside the office. All announcements must have prior approval.

Dances

In order to ensure the safety and well-being of all students, PHS school dances are operated on a closed basis. The following regulations apply to ALL regular PHS sponsored dances and the special dances of Homecoming, Winter Formal, Court of Hearts, and Junior/Senior Prom:

1. **Each student entering a dance must have a current PHS student body card or a guest pass with appropriate ID.**
2. A PHS student may bring one (1) guest upon approval of the administration. Such approval must be obtained by registering the guest information on the guest pass request form with the office no later than the end of lunch break on the day before the dance. Approved guest passes must be picked up prior to the dance and brought to the dance accompanied by the guest's photo ID.
3. **Middle school students and individuals over 20 years old will not be approved as guests or permitted to attend PHS-sponsored dances.**
4. No one will be permitted to bring food or beverages into a dance or to move from the dance to his/her car and back again. Individuals leaving a dance for any reason will not be readmitted.
5. School dress code applies to all regular dances. Students dressed in attire too revealing or inappropriate as determined by the administration will not be admitted or will be required to leave without refund.

6. High school dances are for the enjoyment of all students, therefore dancing should be appropriate for the high school setting. Students deemed by staff and parent chaperones to be dancing inappropriately may be required to leave without a refund.
7. The Administration may prohibit attendance at dances for violation of academic or behavioral standards.
8. Homecoming and Court of Hearts are semi-formal dances; Winter Formal and Junior/Senior Prom are formal where the dress code is expected to be formal. Formal attire will include (but is not limited to) for guys, shirt and tie, slacks, nice Dockers or similar style, button down collared shirt with jacket, or a rented tux. For gals, nice dress or skirt outfit.
9. Semi-formal attire will include (but is not limited to) for guys, button down collared shirts, mock crews, nice jeans or slacks. No t-shirts, tank tops, shorts, old jeans, or informal hats (at any of the major four dances). For gals, nice dress or skirt outfit. Students may attend in formal attire if they desire.

Junior/Senior Prom

1. When purchasing tickets for the Junior/Senior Prom, **students will be checked against a current PHS roster.**
2. **An approved guest pass is required for guest ticket purchase.**
3. **The Junior/Senior Prom is a FORMAL dance and students attending must be in appropriate and approved formal attire. No costumes.**
4. Regulations #3-#6 are the same as those indicated above.

Dances last no later than 11:30 pm. and doors are locked one hour after dance starts.

Posters

PHS hallway bulletin boards display information to the student body regarding school events and community events that may benefit the student. All posters must be on the bulletin board areas, not on the painted walls. The principal or assistant principal must approve all posters for display. Posters must be free from spelling or grammatical errors. Priority of posting will be given to in-house clubs and activities announcements, Guidance Center notices/information and college information. Posters from outside organizations will be approved only if the principal/assistant principal has knowledge of the validity of the organization and its supporters. Community members or individuals from the surrounding communities wishing to display tutoring information must first be registered with the LBLES D tutoring call list.

Pre-plans: Fundraising

Any group planning an activity must fill out a pre-plan form. Forms must be turned in to Mrs. Garvin two weeks in advance of the activity. Forms are available at the Activities Office.

Purchases

All ASB purchases must be made on an ASB purchase order available in the Main Office. The principal and the club advisor must sign the purchase order before one copy is sent/carried to the vendor while the other copy remains on file in the office.

Student Body Fee

The student body fee is \$35 each year. This is a fee which includes the ASB sticker allowing students to attend regular season home athletic events free, school dances at a reduced cost, and incidentals -- paper and supplies the school provides to all students for their projects, classroom assignments, and other occasions where students use materials from the school.

****ATHLETICS****

Athletics

Philomath High School offers a full program of interscholastic athletics for boys and girls. To participate in a sport, a student needs:

1. Proof of insurance
2. A completed physical on file
3. A completed medical history form
4. A completed Emergency Medical Authorization form

5. A completed eligibility acknowledgement form
6. To submit the Pay to Participate Fee
7. Must purchase the Student Body Fee of \$35 which includes the ASB validation.

After completing all of the above, a student needs to obtain a clearance card which allows the student to check out practice gear and to practice.

Per OSAA, all athletes must obtain physicals which are then valid for two years. See the Athletic Office or the school website for correct OSAA forms. Home insurance or insurance purchased through the school will be sufficient.

Academic eligibility is governed through the Oregon School Activities Association (OSAA) and our district's academic requirements. Athletes must earn four (4) trimester credits the previous trimester to remain eligible by OSAA standards and be enrolled in a minimum of the equivalent of four (4) high school classes during the trimester of competition. In addition to OSAA standards, Philomath student athletes must be passing in all classes and maintain a 2.0 GPA for each teacher reporting period or be placed on probation. Probationary student athletes must meet the aforementioned academic standards by the end of the next reporting period in order to remain eligible. Students who do not meet performance standards for a second consecutive grading period will become ineligible until the next reporting period and until they meet OSAA standards. Teacher reporting periods are approximately at the 6th and 12th weeks of each trimester.

Specific details will be listed in board policy and available in clearance card packets.

Information on Academic Eligibility Requirements, the Pay to Participate Policy, and the Substance and Tobacco Abuse Policy for participation in sports is included in the clearance card packet.

Athletic/Activities Substance and Tobacco Abuse Policy as well as Behavior for Participation

Upon enrollment in Philomath High School all students are accountable to both the school's substance and tobacco abuse policy and the code of conduct behavior policy. This accountability begins with the first OSAA scheduled fall practice and concludes with the last day of school for all students. Any student in violation of the above mentioned policies will be disciplined according to the appropriate policy when beginning participation in any PHS activity or athletic program.

Sportsmanship Plan

The spectators and participants of PHS should abide by the Code of Sportsmanship which is the creation of a positive atmosphere of courtesy and fair play toward officials, coaches, contestants and spectators. The following list details how this Code is followed at PHS.

1. Promote organized support and discourage inappropriate yells, cheers, chants and gestures: cheer for, not against.
2. Prohibit physical or verbal abuse of coaches, players, cheer squad, officials and/or fans.
3. Adhere to school district policies concerning controlled substance use/abuse.
4. Promote respect for the visiting teams during warm-ups, introductions, and the game.
5. Philosophy and rules to be published in the program. The administration will meet with key students and the student body each year to discuss and to promote sportsmanship. At the beginning of each contest the announcer shall make an appropriate statement encouraging good sportsmanship.
6. The administration will handle appropriately all incidents involving poor sportsmanship.

Promotion of good sportsmanship, continued support, and enthusiasm at all our school activities will help our school maintain its positive attitude, friendly atmosphere and competitive spirit.

Oregon West Conference Sportsmanship

In keeping with the OSAA's sportsmanship efforts, the use of artificial noise makers will be banned from all indoor league and playoff contests.

****ATTENDANCE****

Compulsory Attendance

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. The district will notify the parent in writing that, in accordance with law, the superintendent or the designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements.

The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

Attendance

I. Importance of Attendance

At Philomath High School, student participation is an integral part of the learning process. The extent of student participation is obviously dependent on attendance. Daily attendance contributes strongly to excellent academic performance. It is difficult, if not impossible, to duplicate the educational experience missed because of an absence.

Students benefit from the example and approval of other students in classroom activities. Students learn from oral instruction, and their presence in class provides them the opportunity to ask questions about materials not understood, to make presentations in front of classroom audiences, and to participate in group learning activities. The student learns responsibility and dependability through punctual and regular school attendance.

Regular attendance allows the teachers to maintain the instruction at an appropriate pace without repeated reviews for missed material. Employers, colleges and trade schools frequently request release of attendance information to help determine employment or admission.

II. Rights and Responsibilities

Student Rights:

Philomath High School students have the right under Oregon and Federal Laws to a free and appropriate education.

Student Responsibilities:

1. Students shall regularly attend public school full time unless they have completed the 12th grade or have been excused from attendance as outlined in O.R.S. 339.030 as amended in 1989.
2. Students shall request assistance of school staff if conditions exist which prevent regular attendance.
3. Students shall inform school personnel in advance of planned absences. All planned absences must have prior approval of the building principal. Homework is due on return.
4. Students shall be aware of and fulfill their responsibilities as set forth in the student handbook and described more fully in O.R.S. 339.065 and the policy handbook of the Philomath School District.

Parent and Legal Guardian Responsibilities:

1. The parent or legal guardian shall send the student to school and maintain his or her regular attendance as required by O.R.S. 339.030, unless an exemption applies pursuant to O.R.S. 339.030.
2. The parent or legal guardian shall request assistance of the school staff if conditions exist that prevent the student's regular attendance and work cooperatively with school personnel to alleviate and/or cope with those conditions.
3. The parent or legal guardian shall inform the principal in writing in advance of planned absences of the student.

School Responsibilities:

1. The school shall establish a suitable educational program for all students.
2. The school shall establish an attendance procedure with accurate records of attendance, absences and contacts with parents or guardians to resolve student attendance problems.
3. The school shall give notice pursuant to O.R.S. 339.080 to the parent or legal guardian if the parent or legal guardian fails to send a student under his or her control to school.
4. Each school year the school shall provide each student with a Student Handbook which outlines the District Attendance Policy.

III. Absences and Credit Denial/Grade Reduction Policy:

To receive credit for any class, a student must be in attendance on a regular basis.

Credit Denial/Grade Reduction: The teacher initiates the credit denial process.

1. Students who have unexcused absences for a class may be subject to a “zero” grade in class work due to be handed in or performed in class that day.
2. A teacher may refer any student with six (6) unexcused absences in one class in a trimester to credit denial for that trimester.
3. The following process will take place:
 - 2nd absence: teacher conferences with student and notifies parent
 - 4th absence: staff contacts parent, meeting with administrator, counselor, and teacher
 - 6th absence: credit denial letter is sent to parent/guardian
4. No credit will be denied based upon absences due to:
 - Religious reasons (prior notification of absence is requested)
 - Student disability
 - Excused absences as determined by the district’s policy
5. Appeals process to credit denial/grade reduction:
 - Students who receive credit denial are responsible for initiating a credit denial hearing within five (5) school days of the credit denial letter if they choose to petition the loss of academic credit.
 - An Appeals Committee meets within five (5) school days of receipt of the student request of appeal to review and make a decision. Reasons for nonattendance are considered.
 - Approval of any appeal may be conditional based on a student’s continued FULL attendance. Any further absences may revoke the appeal approval.
6. Other alternatives may be considered.

Oregon Revised Statute (ORS 339.065) recognizes the following reasons only as valid excuses for absences:

1. Illness, medical or dental appointments
2. Serious illness or death in immediate family
3. Emergency medical or dental needs
4. Absences approved in advance by the school principal

The following are not excusable absences in accordance with Oregon State Attendance Laws:

1. Truancy
2. Oversleeping
3. Missing the bus or car malfunction
4. Shopping/hair cut appointments
5. Family vacations not approved by principal in advance
6. Hunting or fishing excursions not approved by principal in advance
7. Birthdays or other celebrations
8. Gainful employment

According to Oregon law, parents do not have unilateral permission to excuse their children from school.

For necessary planned absences (prearranged absences) the parent must phone in the request or send a note to request prior authorization from the building principal. The phone call or note must identify the reason for the absence and the dates of the absence(s). Homework will be due on return to school. Failure to acquire prior approval for planned absences may cause them to be unexcused.

For absences caused by illness, emergency medical or dental needs, or serious illness or death in the immediate family, the parent shall inform the school by phone call (929-3177) or written note (preferably the morning of the absence) within 48 hours of the absence. All absences not properly excused within that time are unexcused absences regardless of the cause. The school office will keep track of the number of unexcused absences per class for each student.

Students will receive credit for work which is made up after an excused absence if the student submits the work within the following timeframe: The student receives one school day for each school day absent to make up missed assignments, projects, tests or other work. It is the student's responsibility to see his/her teacher for make-up work upon return to school from an absence. Teachers are not required to allow make-up work for unexcused absences.

IV. Suspension of Driving Privileges

The Superintendent may, under ORS339.257, notify Oregon Dept. of Transportation of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences, or
2. Fifteen school days total of unexcused absences during a single term.

Attendance Procedure

Students are expected to attend school daily in accordance with the annual school calendar and to be punctual to all of their classes. Every effort should be made to avoid having students out of scheduled classes.

Oregon State Law requires that parents/ guardians are responsible for sending children between the ages of 7 and 18 years to school during the entire school term. Attendance is a joint responsibility of the school, the student and the parent.

Please call the school, 929-3177, if your child is absent. Parents/Guardians have 48 hours to clear an absence. After 48 hours, non-cleared absences will stay unexcused absences.

Checking In and Out of School

If a student finds it necessary to leave school for any reason, he/she must check out through the attendance/front office.

Students must have verification by a parent note or phone call before leaving campus. Failure to follow these rules may result in an unexcused absence.

Emergency Closure

The decision to hold school or not during unusual weather conditions is made by 6:00 am. The district web site will have information on emergency closures: www.philomath.k12.or.us. In addition, local radio stations (KLOO 1340 AM, KLOO 106.3 FM, KRKT 99.9 FM, KXPC 103.7 FM) announce which schools are closed and/or which schools will be opening late. If no announcement is made, school is open, and the buses will run their usual routes.

Tardy Procedure

Students are expected to be on time to all classes. Any tardy to 1st or 4th periods will result in an automatic noon detention to be served the following school day. Tardies are considered a major interruption of instructional time.

A student is tardy if she/he is not in the classroom when the bell rings. In addition, the following may apply:

1. Individual student conferencing
2. Reduction of participation points
3. Citizenship grade penalty

4. Assignment of in-room chores
5. Call to parent by teacher
6. Letter to parent from teacher
7. Parent, teacher, student conference

Four unexcused tardies will constitute one unexcused absence. See Credit Denial/Grade Reduction Policy. A tardy of half the period or more will constitute one unexcused absence.

****MISCELLANEOUS INFORMATION****

Building Care

Most of us spend more awake hours at PHS than we do at home. To make our school a pleasant place to be, it is the responsibility of all staff and students to maintain a quality facility. Scotch tape, masking tape and thumb tacks are not to be used on the walls. Use care in placing posters—attach posters to bulletin boards only.

Receptacles for trash and recycling are available in each hallway; use them. Please take pride in our campus; be respectful of the new buildings; it is up to all of us to keep them looking great.

Change of Address

Students must report a change of address and/or telephone number to the PHS office.

Child Find

Oregon and Federal statutes guarantee that all school-age children have the right to a free public education. The Philomath Schools attempt to locate, identify, and evaluate students between the ages of 0 and 21 who are not enrolled in school and may be in need of special education services. Schools are required to ensure that any child we suspect has a disability is evaluated. When parents request assessment, they should notify school administration, counselors or school special education staff of their concerns. We recommend that the request is made in writing. After notification, the school must determine if there is evidence that the child has a suspected disability and conduct assessment in all related areas. If school staff does not suspect the student has a disability, we must provide parents with written notice that explains why we don't believe assessment is required, and parent's recourse if they disagree with the decision. If you know of such a child, please call 929-3169 or 929-2537. (ORS 343.157 and OAR 581-15-037)

Dress Guidelines

Responsibility for personal dress and grooming rests primarily with students and their parents; however, the District will set standards for dress, grooming, and appearance in the following ways:

1. Dress and grooming must not create health or safety problems for the student or others who attend or work in the school.
2. A student's appearance must not disrupt or interfere with the educational process.
3. No full masks are allowed, no excessively large costumes, or any distracting accessories. This includes at Halloween or on dress up days where appropriate costumes are allowed.
4. No fake weapons and/or blood.

If the student's appearance violates one of the standards listed above, the student may be denied the right to attend school until the problem is corrected.

PHS is a professional work place. No making fun of opponents is allowed at games (this includes using mockery within the student body cheering section). The following types of clothing and accessories are not acceptable in a professional setting:

1. Clothing or material which represents or advertise tobacco, alcohol or any controlled substances (through word or design)
2. Clothing or items which contain inappropriate racial, sexual or gender messages (through word or design)
3. Clothing that promotes gang affiliation or activity (through word or design) such as bandannas, face paint, hanging belts or gang signs, etc.

4. Clothing or items which contain inappropriate language
5. Tops or shirts which expose midriffs, cleavage or navel
6. Tops, shirts, or pants that show bare midriffs, shoulders, have low neck-lines, or do not extend below the belt line of the skirt or pants
7. Halter-tops, crop tops, tube tops
8. Tops or shirts that do not cover the shoulders and back, no spaghetti straps
9. Visible underwear
10. Underwear worn as outerwear
11. Shorts that do not reach the end of the student's thumb when her/his arms are resting at his/her side
12. Spikes that are more than 1/4 inch long.
13. The wearing of hats is left to the discretion of the individual teacher.
14. Sunglasses may be worn outside the building only.

Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or advisor with the concurrence of the school administration.

Drug Intervention Program

The Philomath School District has a non-punitive drug intervention policy for students who come forward voluntarily to seek help. The purpose of the policy is to provide students who wish to become clean and sober a choice. PHS also has a drug intervention program which addresses assessment, education, recommended treatment (if necessary) and support. The Philomath School District also has an age-appropriate drug, alcohol, and tobacco prevention curriculum which is taught annually to all students.

Illness and Prescription Medicine

Parents are urged to convince their children that although good attendance is important, the student who arrives at school ill may be endangering his/her own health and that of other students. Parents can help the school by carrying out the following program at home:

1. Check on the health of the student each morning and keep students at home if they are seriously ill.
2. Make plans for emergency care if the parents are to be away from home.
3. Be prepared to provide transportation home for students who become ill at school.

Although a district nurse is available at PMS for emergencies, students who are ill at school should go to the main office and make arrangements to go home. All prescription medication requires a consent form signed by a parent/guardian. Student prescription medication will be kept in the office and is required to have proper identification, dosage, and expiration dates relevant to the student.

Students may have a one (1) day supply of over the counter medication for personal use. PHS will not dispense any over the counter medications.

Insurance

School insurance is available through the school. This is optional, but it is recommended if you have no family coverage. Premium costs vary depending on choice of coverage. Information is available in the office. PHS requires students to submit proof of insurance coverage before they enroll in Industrial Arts, Forestry, and/or Health Occupation classes or participate in a sport.

Lockers/Lost & Found

Lockers are the property of the school and are loaned to you for the school year.

As such, lockers are subject to inspection at any time. You are responsible for your locker and will be charged for damage done to it. You must remain in the assigned locker unless an official change is made through the main office. Report to the main office right away if your locker is vandalized or doesn't work correctly. **Do not store valuables, money, fund-raising items, or any expensive items in your locker! Better still, leave them at home!** Although the school

will assist in reclaiming valuables, it assumes no responsibility for the loss or its replacement. Students should be sure to secure the lock when leaving the locker and should never give the combination to anyone. In this construction year, there will be a very limited number of lockers available, they will all be located in the PHS South Wing; all lockers will be shared.

Lost, Found or Stolen Items—If a student loses an item, check in the main office to see if it has been turned in, and fill out a report. If stolen, report it to the police, also. If a student finds an item, turn it in to the main office right away. **DO NOT** bring large sums of money or valuable items to school. If it is necessary to do so, those items should be brought to the main office for safekeeping.

Student Fees

Students are assessed fees at the beginning of the year. The student fees for this school year are:

\$3.00—PE fee per trimester per PE class.

\$50.00 or \$54.00 (personalized) — Yearbook by Dec. 1st. After 12/1, \$54.00, non-personalized only

\$35.00— Student Body Fee which includes the ASB Student Body Card Sticker (allows free admittance to games and reduced admission to dances)

\$15.00—Art fee per trimester per class

\$25.00—Ceramics fee per trimester per class

\$200.00—Driver Education

\$20.00—Food lab fee per trimester per class period

\$3.00—Parking tag per year

\$15.00—Each Industrial Arts class per trimester

\$10.00—Forestry Fee per year

\$10.00—Fitness/Nutrition course #522

\$10.00—Science fee per trimester per class

\$15.00—Spanish Workbook

If, by the end of the school year, a student does not return the textbook assigned to him/her or if it is damaged, a fee will be assessed. **Lost Book**—replacement fee based on current market value

\$3.00-\$100.00—Lost or damaged book

\$5.00—Lost lock

\$1.00—Lost parking tag

Student/Parent Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, you should contact the principal, assistant principal, or the assigned counselor.

Student Records

Student records are confidential information. Custodial parents, legal guardians, or eligible students have the right to:

1. Inspect and review the student's education records;
2. Request an amendment of the student's education records if they are inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
4. Pursuant to Oregon Administrative Rule 581-21-305, file with the United States Department of Education a complaint under 34 CFR & 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
5. Obtain a copy of the district policy from the high school or the district office with regard to student education records.

Websites

Dates, deadlines and fee information for SAT and ACT can be found at:

- SAT: www.collegeboard.com
- ACT: www.act.org

PHS school code is 380820. You will need this for registration of SAT or ACT.

The PHS website is www.philomath.k12.or.us/phs

This connects you to the Event Calendar, referral documents, course catalog, scholarship information, college & university links, FAQs, activities, athletics, daily announcements, principal's page, teacher resource pages which include assignments and class description, swimming pool schedule, and many other valuable topics.

Whom to See for What

Academic Deficiencies: your counselor

Athletic Information: Mrs. Garvin

Building and Maintenance Problems: office staff, custodians

Career Education Materials and Information: your counselor

Class Rings: Mrs. Hamilton

College Information: your counselor

Daily Announcements: Mrs. Hamilton

Duplicating, Copying: your teacher

Emergencies: main office, your teacher

Locker Problems: custodian, Mrs. Hedgpeth

Lost & Found: main office

Military Information: your counselor

Personal or Family Problems: your counselor

Poster Approval: main or activities office staff

Prearranged Absences: Mrs. Hedgpeth

Transcripts: Mrs. Kilgore

Withdrawal Procedure

Students who withdraw from school must have an authorization from the parent to the principal and follow the school's withdrawal procedure. After all fines, fees and charges have been paid, the student's balance, if any, will be sent to the parent or legal guardian. Records are not forwarded to a new school until all fees are paid.

****MISCONDUCT****

Detention

Noon detentions may be held at the discretion of the administration. Students may be assigned an after school detention for choosing to disregard school rules. Defiant and/or disruptive behavior (including tardies) are examples of student actions which can result in noon or after school detention. Excessive assigned detentions and/or failure to attend detention may result in suspension. School activities, athletics and/or work are not valid reasons for missing detention.

Discipline & Consequences

Discipline means "control." Self-discipline is self-control. At PHS, we would like discipline to be proactive from the doer rather than reactive from the responder. "Consequences" must be clearly defined and careful attention must be given to procedures and methods whereby fairness and consistency are assured to each student. Consequences may range from a teacher conducting a conversation with a student to sessions with the administrators which result in detentions, suspensions or expulsions. In all cases, it is the student's choice of action that provokes the consequence, not the student as a person.

Expulsion

A school district board or hearing officer shall not expel a student without a hearing unless he/she and his/her parents or guardian waive, in writing, the right to a hearing. By waiving the right to a hearing, the student and his/her parent agree to abide by lawful findings of the hearing or review officer. Expulsion hearings shall contain provisions for the following:

- The student is notified in writing of the specific charge, or charges, when and where the hearing will take place and his/her right to a representative.
- A notice shall also be sent to the parent or guardian by certified mail, and also by regular mail, citing the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place and his/ her (or their) right to representation. This written notice shall be mailed at least seven (7) days prior to the hearing.
- Unless otherwise provided by the district school board, the executive officer of the school district, or his designated representative, shall act as the hearing or review officer and shall maintain control over and conduct the hearing or review. In case of foreign language differences or other serious communication handicaps, the hearing officer shall provide a translator.
- The student shall be permitted to have a representative present at the hearing to advise and represent him. The representative may be an attorney, parent or guardian.
- The student shall be afforded the right to present his version as to the charges and to make such showing by way of oral testimony, affidavits or exhibits.
- The student shall be permitted to hear the evidence against him.
- The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student.
- Strict rules of evidence shall not limit the hearing officer's control of the hearings.
- The hearing officer or the accused may make a recording of the hearing.
- The local district board shall review the decision of the hearing officer and may affirm, modify or reverse his decision.
- Expulsion shall not extend beyond one calendar year.
- Philomath School District is not required to provide alternative education opportunities for students expelled for violation of weapons policy.

Federal & State Laws

In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13-17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. Under Federal law, in addition to knives, "weapon" is defined as any object which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. "Destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket or missile.

In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500.

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of twenty (20) years imprisonment, \$100,000 fine or both.

Gangs

A gang is defined as any group of two (2) or more persons that defines itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

Philomath High School is a gang-free zone. There will be zero tolerance for any type of gang or gang-like behavior.

Harassment/Intimidation/Bullying

The Philomath School District Board is committed to providing a positive and productive learning and working environment. **To this end, hazing, harassment, intimidation, bullying (including cyber-bullying or any other electronic forms) or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.**

Sexual Harassment

It is Philomath School District Board policy to maintain a working environment that is free from any form of harassment related to a person's gender. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature. Sexually motivated physical contact includes, but is not limited to, patting, pinching, or brushing against another's body. Sex-oriented verbal "kidding," "teasing" or jokes are prohibited, as are demands or other conduct or communication of a sexual nature. Violation may lead to immediate suspension and/or expulsion from school and related activities.

Mischief/Vandalism

Students who commit malicious mischief or vandalism while engaged in "so-called" pranks shall receive a minimum three-day suspension from school, must pay restitution and shall be referred to the police for prosecution. Students may also lose the opportunity to participate in graduation.

Discipline Procedures

Special problems confront administrators and teachers in conducting school programs free from disruption and free from the kinds of distracting behavior which impede the learning of any student. School officials may find it necessary occasionally to discipline a student or even to remove the student from the formal learning environment for a period of time. Teachers and administrators need discretionary powers in invoking disciplinary actions and procedures and in maintaining a climate conducive to learning and to protection of life and property. School disciplinary actions are civil, not criminal, matters. Schools must clarify rights and procedures that assure fair treatment for each student in a learning environment.

Student Rights

Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions. All decisions affecting students shall be based on careful and reasonable investigation of the facts and the consistent application of rules and regulations. All students shall be apprised of the school rules and procedures by which the school is governed and the process by which discipline may be invoked.

Student Responsibilities

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, the student is to report immediately to the office. To be reinstated in the class, the student must confer with an administrator, his/her counselor, and/or the teacher concerned.

Detentions, suspension (both in-school or out-of-school), or expulsion may result depending on the severity or frequency of the misbehaviors in question. Parents will be notified and parent/teacher conferences scheduled as needed. Warnings will be issued to all students about consequences of repeated offenses.

Suspension

Suspension from school is assigned to students who commit serious violations of school rules or state laws. Students who are on suspension may not be on school property for any reason without prior administrative approval. Suspended students are barred from attending or participating in all activities and athletic events. Students on suspension may be cited by the Philomath Police Department if found to be on school grounds.

1. Students may be suspended when such suspension contains within its procedures the elements of prior notice (21-075), specification of charges, and an opportunity for the student to present his view of the alleged misconduct. The suspending official shall notify the student's parent or guardian of the suspension, the conditions for reinstatement, and appeal procedures, where applicable. These procedures may be postponed in emergency situations relating to health and safety.
2. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.
3. School district boards shall provide students suspended under emergency conditions with the same suspension procedures as soon as the emergency condition has passed.
4. In all suspensions ordered by the executive officer of the school district or his designated representative, the school district board shall have the right of final review if the action is not taken by the school itself.
5. School district boards shall limit suspensions to a specific maximum number of days. That maximum shall not exceed ten (10) school days.
6. School district boards or designated representatives shall specify the conditions, if any, under which the student's school work can be made up.

In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical by court action. If the continued presence of a student on campus jeopardizes fellow students or school property, the suspension will involve a set period of time allowing the matter to be cleared before said student returns. This will not exceed ten (10) school days. Parents, students, administrators, and teachers have not viewed suspension as an acceptable solution to certain attendance violations. Suspension seems to become an extension of the offense and often becomes a vacation for the offender. Full day in-school suspension is an alternative to out-of-school suspension. Students who are assigned in-school suspension are able to avoid falling further behind in classes. Students who are assigned in-school suspension must arrive by 8:00 am and are expected to stay on task the entire day, following the directions of the supervisor. Sack lunches are eaten in the in-school suspension area, and three bathroom breaks are provided.

For suspension due to habitual, norm-violating behavior and not jeopardizing other students or school property, the initial term of suspension will be only until a parent conference is completed, assuming that this conference will clear up the matter and permit the student to return to school in good standing.

Truancy

Any students identified as truant shall be in danger of loss of credit or grade reduction (see credit denial/grade reduction policy). Students with continued truancy difficulty will be referred to the Linn-Benton ESD truancy officer. Teachers may refuse to allow students to make up assignments for unexcused absences. Truancy will affect participation in school activities and athletics. If truant, the student becomes ineligible to participate on the day the truancy occurred. This ineligibility may be extended beyond the date of the truancy.

Weapons

The possession of weapons or dangerous instruments is strictly forbidden by state and federal law and the Philomath School District. This includes any type of guns (real or toy), knives, explosives, irritants such as mace, etc. All weapons will be confiscated by the principal or his/her designee. A conference with the principal and a legal parent/guardian of the student will be held in all cases involving the unauthorized possession of a weapon(s) on Philomath School District premises or during school-sponsored functions out of district. Violation may lead to immediate suspension or expulsion from school and related functions. The bottom line: If it even resembles a weapon, do not bring it near PHS.

Knives

All knives are prohibited. Teachers shall confiscate all knives and turn them in to the office for proper disposal. Forestry students will no longer be permitted to carry knives on campus.

Misconduct/ Consequences Procedure

Consequences for the most commonly encountered forms of student behavior that interfere with education are listed on the Disciplinary Referral Guide on our website. Actions taken will vary based on individual circumstances. Note: If an infraction violates the law, the appropriate enforcement agency may be contacted.

The student misconduct and consequences listed above looks formidable and may create the impression that offenses are frequently committed by students. This is not the case. The number of suspensions each year is minimal and expulsions are rare. The administration reserves the right to bypass one or more of the steps, depending upon the severity of the offense.

****SAFETY****

Asbestos

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

Drills

A fire drill is held once each month at PHS. Other drills, including but not limited to, earthquake, lock-down, and bus evacuation, will be held at the discretion of the principal and in accordance with state laws and district policies. These drills will prepare students and staff for such an event. Each drill will follow directions given for that type of incident.

Students must follow the directions of the teacher— including leaving the building when asked to do so. Students remain under the direction of the teacher while out of the building and wait until a signal is given by the administration to re-enter the building.

****SCHOOL POLICIES****

Cell Phones, Pagers, and PDA's

The use of cell phones or pagers is not permitted inside the buildings from 8:05 a.m. until lunch time, and after lunch until the end of school. This includes passing times between classes. They may be used during lunch time inside or outside the building. These devices must be turned off during class time. Use of PDA's, iPods, MP3s, etc. or any other form of personal electronic devices is up to the individual classroom teacher and their classroom rules.

If used improperly (cell phone, iPod, etc.), the device will be confiscated, turned into the PHS office and returned to the student at the end of the day after the first offense; for the second offense, the device will be returned to the student at the end of the next day following parental contact; for the third offense, the item will be given to the parent and not be allowed to be at school for the remainder of the year. Because of the potential for distracting classes, and because of the danger of theft, we strongly recommend that you do not bring any such personal devices to school.

Drugs and Alcohol

Philomath School District is a drug and alcohol free zone. Students are prohibited from possession, use of, or solicitation to use any alcohol or illegal drugs while present on school grounds, buildings, or attending any school-sponsored activity. In addition, prescription drugs which are not properly checked in to the office are also prohibited.

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Food and Drink

No food or drink will be permitted in classrooms (except for water) as a general rule. This includes gym class, weight room and locker rooms. However, some classroom teachers may allow through their classroom rules exceptions to this. Lunches may be eaten only in the lunch room or other designated eating areas, not in the hallways. Students must be responsible to clean up after themselves. This is your school; help keep it clean.

Gambling

Any form of gambling is prohibited because it is a violation of state law.

No card playing is permitted on school grounds unless under the direct supervision of a teacher or prior approval has been obtained from the principal.

Gum Chewing

Gum chewing is not permitted in the library. It is at the discretion of the teacher in the classroom setting.

Hacky Sacks, etc.

Playing hacky sack is prohibited in the hallways and front entryway and only allowed in designated areas.

Hall Passes

Students leaving the classroom during class time must have in their possession a visible, written hall pass from their teacher. Students should only go to the intended destination written on the pass. Teachers may require students to use their student planners, which the school provides.

10-minute Rule

At the beginning of each class, students are to remain in their classrooms for the first ten minutes and are not allowed to leave. This allows the teacher to effectively start class and get students on task and engaged.

Lasers

Due to the possibility of serious eye damage, lasers are prohibited. Teachers shall confiscate all lasers and turn them in to the office for disposal.

Loitering/ "Off-Campus" Passes

Students with "Off-Campus" must depart from campus, unless engaged in academic work with a teacher or in the Media Center that has been pre-approved via an Off-Campus form. Students are not to remain in the hallways or on the school grounds during times when they do not have a class to attend.

Open Campus

Students are free to leave campus without checking out during lunch time only; however, this is a privilege which can be revoked if a student does not respect punctuality in returning to class after lunch. PHS is committed to being a good citizen in the neighborhood and community. Students are urged not to behave in any way that detracts from this positive image. Students must not litter, loiter on public property, or trespass on private property while enjoying the privileges of open campus during the lunch hour. Student misconduct off campus will result in denial of this privilege. Students leaving the campus any other time must have permission from the administration. NOTE: Students are not permitted in any of the structures related to baseball, softball and football. Students are advised to use sidewalks instead of shortcuts through the athletic fields while traveling to and from campus.

Profane, Abusive Language

Students will not use any profane, abusive, or obscene language or gestures and will receive the consequences explained on the Disciplinary Referral Form.

Public Displays of Affection

Public displays of affection are disruptive to the school operation and are inappropriate at school and at school functions. All such displays are prohibited. Parents will be contacted after the first warning.

Searches and Questioning

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

A general search of district facilities and properties, including, but not limited to, lockers or desks may occur at any time. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Department of Human Services (DHS) and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Skates and Skateboards

Absolutely no skateboards are allowed in the building. Students who bring them to school must secure them in the skateboard rack located at the front entrance of Clemens during class time.

Student Use of Technology

The network provides a method for students to conduct research and to communicate with others. Access to network servers is granted to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users must comply with district standards and must honor the agreements they have signed. E-mail access is permitted only before and after school and during the lunch break.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect personal files stored on district servers to be private. Communications on the network are public in nature.

The following are not permitted:

- Using obscene language/graphics, harassment, insults and/or discrimination at any time or against others
- Damaging computers, systems, or networks via viruses and vandalism
- Violating copyright laws
- Using another's password or trespassing in another's files
- Intentionally wasting resources
- Re-posting personal communications without the author's prior permission
- Using the network for financial gain or for any commercial or illegal activity
- Unauthorized downloading or e-mailing of non-educational related files (graphic or textual including games)
- Subscribing to any databases, List Servers, or other sources without the prior permission of the supervisor or teacher
- Using chat rooms
- Playing games

All students must have a signed Acceptable Use Policy on file. Students who violate this contract will lose access to the network for a minimum of six weeks. Parents will be contacted for a meeting with the student and an administrator.

Tobacco Products

Philomath School District is a tobacco free zone. Tobacco use is defined as the possession or smoking of any kind of pipe, cigar, cigarette, or any other smoking equipment or material, or the chewing or sniffing of a tobacco product. Students found to be in violation of this policy may be immediately suspended and/or will have to participate in some form of tobacco intervention class. Students are prohibited from possessing tobacco products while present on school grounds, buildings, or attending any school-sponsored activity. This includes the possession of cigarette lighters. In addition to this policy, there shall be no displays, signs, advertising or any other material or clothing which promotes the use of tobacco products on any district property or in any district-owned vehicles.

Travel

Oregon state law prohibits students driving other students. PHS adheres strictly to this law.

Transportation of Students

A student being transported on district- provided transportation is required to comply with the bus company regulations. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action. All students taking advantage of bus transportation to and from school deserve reasonable safeguards. Bus transportation for students is a privilege, and, because of a paramount need for safety, it is necessary for all students to know the rules and to obey the rules. Students who ignore or fail to obey the rules shall be subject to disciplinary action which may include loss of the privilege of riding a bus. Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions. All decisions affecting students shall be based on careful and reasonable investigations of the facts and the consistent application of rules and regulations. All students riding buses shall be apprised of the bus rules and procedures governing busing and the process by which discipline is administered.

At the beginning of each school year all students shall receive a copy of the bus rules and discipline procedures with a parental sign-off sheet. All students must return the sign-off sheet one week after issue in order to retain bus riding privileges.

Responsibilities While Being Transported

Students shall comply with the rules governing busing and submit to the lawful authority of bus drivers and administrators. Suspension of riding privileges, loss of riding privileges or other appropriate disciplinary action may result depending on the severity or frequency of the misbehavior in question. All citations for student misbehavior shall be handled in the following manner:

1. The bus driver will record the offense on a three-part NCR form and leave it with the appropriate building administrator as soon as possible.
2. The building administrator will confer with the offending student as appropriate, contact the parents as needed, record the disciplinary action on the citation form and send the appropriate copies to the bus company and the parents.
3. Administrators may schedule parent conferences as needed.

Students will be permitted to transport instruments on the school bus to and from school providing they can be held on the lap or be within the seating area. In some cases this will mean two students in the seat instead of three. The intent of this policy is to keep the aisles free at all times. Bringing a firearm, weapon, or other dangerous item on the bus may result in a recommendation to expel the student from riding the bus for a period not to exceed one year. Students and parents who disagree with a suspension or loss of riding privileges may appeal to the Superintendent.

Bus Emergency Evacuation Procedures

In a school bus emergency:

- Listen to your bus driver
- Stay calm
- Check for exits
- Move to the exit one seat at a time

- Start with the seats nearest the exit
- When exiting from the rear door, jump or sit down and scoot out
- The first students out need to help the others
- Stay off the roadway and move at least 100 feet from the bus

Trespassing

Persons who are not enrolled in school or have been suspended or expelled may not be on school grounds unless they have received permission from an administrator. If, after being warned, the unauthorized person continues to trespass, the police will be called and the person charged with criminal trespass.

Vehicles on Campus

According to ORS Regulation 332.445, vehicles parked on district property are under the district's jurisdiction. **NOTE: During this transition year, all parking spaces at the Clemens Campus will be reserved for staff and visitors only. Any student vehicle parked at Clemens will be towed. Students will only be allowed to park in the west and north parking lots at PHS as space allows. There will be limited parking available this year due to construction.**

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 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.

Any student who has lost on-campus parking privileges or who parks illegally on campus will run the risk of having his/her vehicle towed at his/her own expense. In applying for a parking permit, students will be notified that parking on district property is a privilege which allows the administration to conduct searches of vehicles upon probable cause related to a policy, rule and/or procedure violation. Parking violations will result in penalties ranging from loss of parking privilege without fee refund to fines and/or tickets to towing of vehicle.

Students are required, by September 22, to obtain parking permits. A \$3.00 fee will be charged for the parking permit.

Parking tags must be turned in at the end of the school year. A fee of \$1.00 will be charged for lost tags. Fees will be used for maintenance and supervision of the student parking lot. Standard rules for auto safety will be enforced. Reckless driving will result in suspension of parking privileges on campus. 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 responsibility or liability for loss or damage to vehicles or bicycles.

Visitors

School policy is to accept only those visitors who have legitimate business at school. Visitors and guests must register in the main office immediately upon entering the building. Student-age visitors are ordinarily not accepted. Parents are always welcome. We do ask that all parents check in at the main office when they enter. To be assured of a meeting, please call ahead for an appointment with the administrator, teacher or counselor with whom you wish to meet.

ZZZZZ --- Returning Home Late after Events

Students returning home late after a school event will have the following time frame applied:

- If return up to 12:30 am, report to school for the beginning of 1st period.
- If return between 12:30-1:30 am, report to school for the beginning of 2nd period.
- If return between 1:30-2:30 am, report to school for the beginning of 3rd period.
- If return after 2:30 am, report to school for the beginning of 4th period.

If in the case of an emergency, the teachers will be sensitive to the students and allow them to make up the missed class assignment. If the activity is pre-determined to return back late, it is the students responsibility to pre-arrange for the class assignment they will miss.

Philomath School District 2011-2012 Calendar