



# **Student Handbook Umatilla High School (UHS) 2016-2017**

## **Mission Statement:**

Our mission is to establish a positive learning environment that embraces the individual potential of our students and their educational excellence.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

### **Student Hours**

**Monday-Thursday: Breakfast starts 7:05, Class begins 7:30, Dismissal 2:50**

**Friday: Breakfast starts 7:05, Class begins 7:30, Dismissal 11:18, Lunch goes to 11:38**

**Main Office: The main office is open Monday through Friday from 7:00-3:00.**

**Umatilla High School, 1400 7<sup>th</sup> Street, Umatilla, OR 97882 Main Office 541-922-6500**

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## **UHS Mission Statement**

Our mission is to establish a positive learning environment that embraces the individual potential of our students and their educational excellence.

**Students** will help us achieve our mission by:

- Following school rules and using their UHS Agenda
- Coming to school each day on time and ready to learn
- Working hard to do their best in class and on school work
- Helping to keep their school safe – Reporting issues to administration
- Asking for help when needed
- Showing respect for and cooperating with other students and adults
- Taking accountability for their actions and decisions

**Parents** will help children learn responsibility by:

- Having high expectations for their children
- Ensuring their children attend school on time and ready to learn
- Monitoring academic progress
- Communicating and working with teachers and other school staff
- Respecting school staff and the importance of education
- Respecting the diversity of others
- Supporting all school policies, rules, and standards

**Educators** will help parents and students by:

- Believing that all students can learn
- Respecting diversity of others
- Providing equitable and consistent treatment for all students
- Having rigorous academic expectations for students
- Being available for students seeking help
- Consistently communicating with parents/guardians

## **THE HISTORY OF UMATILLA HIGH SCHOOL**

The original high school, which most remember as the “Castle,” was built in 1912. At that time, it was just outside the city limits and served students from town as well as many from nearby farms. It consisted of four rooms and a Head Teacher’s office, which was later used as the counselor’s office.

In 1922, Umatilla High School saw its first graduating class of two girls: Loty Davis and Ruby Powell.

In 1924, four rooms were added on to the east side of the high school, which became the ERC room, math room, social science room and Title I room. A basement was included with this addition that housed the cafeteria. Miss Rix was the first cook at the new cafeteria.

In 1932, the gymnasium, called the “Old Gym,” was built.

In 1948, Army barracks from World War II were brought in as a short-term addition to accommodate growing numbers of students. They were referred to as the main building of the high school.

Our present building was constructed in 1999. The previous structures were removed to provide access for off-street parking and new tennis courts. Students placed a time capsule in the wall of the new construction in the spring of 1999. The capsule is located in the West wall of main entrance of the building, behind a mounted plaque.

### **FIGHT SONG**

On, you Vikings; on, you Vikings;  
They deserve our praise,  
We will fight with all our might,  
For the good old UHS,  
Win we must, our cause is just,  
So listen to our plea,  
Fight, fight for UHS and Victory.

# UMATILLA SCHOOL DISTRICT NO. 6

## BOARD OF DIRECTORS

<b>Travis Eynon</b>	<b>Chairperson</b>
<b>Lesly Claustro-Sanguino</b>	<b>Board Member</b>
<b>Toby Cranston</b>	<b>Board Member</b>
<b>Melissa Webb</b>	<b>Board Member</b>
<b>Shelley Kennedy</b>	<b>Board Member</b>
<b>John Lorence</b>	<b>Board Member</b>
<b>Steven Potts</b>	<b>Board Member</b>

## UMATILLA HIGH SCHOOL ADMINISTRATION

<b>Heidi Sipe</b>	<b>Superintendent</b>
<b>Bob Lorence</b>	<b>Principal</b>
<b>April Dirksen</b>	<b>Dean of Students</b>
<b>Scott Bow</b>	<b>Athletic Director</b>

## UMATILLA HIGH SCHOOL FACULTY

<b>Britni Royce</b>	<b>Language Arts</b>
<b>Eric Olsen</b>	<b>Language Arts</b>
<b>TBA</b>	<b>Language Arts UHA / ELL CBMS</b>
<b>TBA</b>	<b>Social Studies / Language Arts</b>
<b>Chris Early</b>	<b>Social Studies / ELL</b>
<b>Kelley Swarat</b>	<b>Social Science</b>
<b>Sonia Borders</b>	<b>Mathematics</b>
<b>Nancy Swarat</b>	<b>Mathematics</b>
<b>Amy Jewett</b>	<b>Science</b>
<b>Mary Buckallew</b>	<b>Science</b>
<b>Kris Welch</b>	<b>Health</b>
<b>Pam Bissonette</b>	<b>Wellness / Alternative Education</b>
<b>Scott Bow</b>	<b>Success101 / Physical Education / AD</b>
<b>Matt DeLong</b>	<b>Art</b>
<b>Zane Boone</b>	<b>Music</b>
<b>Lupe Escovedo</b>	<b>Spanish/Mathematics</b>
<b>Keith Gebers</b>	<b>Business Department</b>
<b>David Dever</b>	<b>Woods / Metals / Drafting</b>
<b>Derrek Lete</b>	<b>Special Education</b>
<b>Trista Witherspoon</b>	<b>Special Education Life Skills</b>
<b>Dee Lorence</b>	<b>Counselor</b>

## **CLASSIFIED STAFF**

<b>Debbie Tesch</b>	<b>Office Manager</b>
<b>Lizette Ames</b>	<b>Attendance Secretary</b>
<b>Jennifer Frank</b>	<b>PowerSchool</b>
<b>Ella Skoubo</b>	<b>Library Assistant</b>
<b>Shawn Franks</b>	<b>Educational Assistant</b>
<b>Betty Newby</b>	<b>Educational Assistant</b>
<b>Tina Ridings</b>	<b>Educational Assistant</b>
<b>Monica Anderson</b>	<b>Special Education Assistant</b>
<b>Gaye Hodge</b>	<b>Special Education Assistant</b>
<b>Dianne Prater</b>	<b>Special Education Assistant</b>
<b>Donna Sutton</b>	<b>Special Education Assistant</b>
<b>Monty Williams</b>	<b>Special Education Assistant</b>
<b>Marlene Vetter-Masterson</b>	<b>Special Education Assistant</b>
<b>Lisa Keller</b>	<b>Food Services</b>
<b>Terry Herrera</b>	<b>Food Services</b>
<b>Tia Sepulveda</b>	<b>Food Services</b>
<b>Ron West</b>	<b>Maintenance</b>
<b>Pedro Ortiz</b>	<b>Grounds</b>
<b>Denise Sundquist</b>	<b>Custodian</b>
<b>Lori Smith</b>	<b>Custodian</b>
<b>Salvador Zamudio</b>	<b>Custodian</b>

## **ASSOCIATED STUDENT BODY OFFICERS**

<b>President</b>	<b>Steven Ebker</b>
<b>Vice-President</b>	<b>Taija Coffey</b>
<b>Secretary/Treasurer</b>	<b>Rebecca Potts</b>
<b>Board Representative</b>	<b>TBA</b>

## **SENIOR CLASS OFFICERS**

<b>President</b>	<b>Yesenia Flores</b>
<b>Vice-president</b>	<b>Justin Maret</b>

## **JUNIOR CLASS OFFICERS**

<b>President</b>	<b>Mayra Ortiz</b>
<b>Vice-President</b>	<b>Nancy Ortiz</b>
<b>Sec. / Treasurer</b>	<b>Lupe Flores</b>



## SOPHOMORE CLASS OFFICERS

President

Trent Durfey

Vice-President

Elizabeth Lorea

## FRESHMAN CLASS OFFICERS

President

TBA

Vice-President

TBA

Secretary/Treasurer

TBA

## STUDENT COUNCIL (ASB)

The Umatilla Student Council is composed of the ASB officers, presidents of school organizations, and class officers. The main function of Student Council is to act as the governing body of student affairs to allow students to practice the sound principles of democracy in all phases of school life.

## ACADEMIC CALENDAR

Teacher In-service Days	August 23-25
First Student Day / Quarter Begins	August 29
Labor Day Holiday	September 5
Intervention Friday	September 23
Statewide In-service	October 14 ** No School
Intervention Friday	October 21
Conferences (3:00-7:00)	November 9
Conferences (1:00 – 3:00) ½ day of school	November 10
Veteran’s Day Holiday	November 11 ** No School
Intervention Friday	November 18
Thanksgiving Vacation	November 23-25 ** No School
Intervention Friday	December 9
Winter Vacation	December 19 – January 2 ** No School
School Resumes	January 3
Intervention Friday	January 13
Semester 1 Ends	January 13
Martin Luther Holiday	January 16
Semester 2 Begins	January 17
Intervention Friday	February 17
President’s Day	February 20 ** No School
Regional Inservice	March 10
Intervention Friday	March 17
Spring Vacation	March 27-31 ** No School
Conferences (3:00-7:00)	April 5
Conferences (1:00 – 3:00) ½ day of school	April 6
Non-Contract Day for Staff	April 7 ** No School
Intervention Friday	April 28
Intervention Friday	May 19
Memorial Day Holiday	May 29 ** No School
Semester 2 Ends / Last Student Day	June 9 * Early Dismissal
Graduation (10 a.m.)	June 3

## ADMISSIONS TO UMATILLA HIGH SCHOOL

### VISITORS

All visitors **MUST** report to the office upon entering school property to ensure the safety and welfare of students. The administration will approve visitation requests.

### ADMISSIONS

A student seeking enrollment in the district must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students **and their parents** should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district, and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district will deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

### IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

**Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion.**

### INSURANCE

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for additional costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance or (3) signed a form rejecting the insurance offer.

Participants in athletics must have accident insurance coverage. The school district does not have, nor is required to have, personal injury coverage on students. It is the sole responsibility of the parent or guardian.

### FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks. **Each student will be required to purchase an ASB card and student planner (\$20 for both).** Replacement cost of the planner will be \$10. Other costs, including yearbook (\$40), lab fees (varies), and club dues (\$20) are optional.

# POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT CODE OF CONDUCT

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.

The district has authority and control over a student at school during the regular school day and at any school-related activity, regardless of time or location. The district has authority and control over students who are being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials per the discipline matrix for the following violations, including but not limited to:

1. bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. substance abuse or any possession or use of tobacco, alcohol or other unlawful drugs, including drug paraphernalia;
3. assault or menacing of a district employee or another student; (menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury);
4. use of threats, intimidation, harassment or coercion against any fellow student or district employee;
5. willful damage or destruction of district property;
6. willful damage or destruction of private property on district premises or during district activities;
7. open defiance of a teacher's authority;
8. theft;
9. use or display of profane or obscene language;
10. violations of district transportation rules; or
11. persistent failure to comply with rules under the lawful directions of staff or district officials.

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

A dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

A deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

A firearm is defined in federal law as any weapon (including a converted starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

**In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school property.**

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 20 years of imprisonment, \$100,000 fine or both.

In accordance with Oregon law, the superintendent may request that the driving privileges or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

## **RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

1. **civil rights** - including the rights to equal educational opportunity and freedom from discrimination, **the responsibility** not to discriminate against others;
2. **the right** to attend free public schools, **the responsibility** to attend school regularly and to observe school rules;
3. **the right** to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights;
4. **the right** to free inquiry and expression, **the responsibility** to observe reasonable rules regarding these rights;
5. **the right** to assemble informally, **the responsibility** to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. **the right** to privacy, which includes privacy in respect to the student's educational records;
7. **the right** to know the behavior standards expected and to know the consequences of misbehavior.

## **ASSEMBLY OF STUDENTS**

It is imperative in the educational process that full opportunity be provided for students to inquire, question, and exchange ideas. They should not simply be allowed, but encouraged to participate in discussions in which many points of view, including those that may be controversial, are freely expressed. Students should be provided with avenues for the research of ideas and causes that interests them, and should be allowed to express their opinions.

It shall be the responsibility of students, however, to express their opinions, and to demonstrate their support for causes at times and places which will not materially or substantially interfere with the educational process, or with the appropriate operation of the school. Students must recognize that others have equal rights to pursue their studies and particular interests and to express their opinions. Additionally, students are to remember the limitations imposed by rules of libel, slander, obscenity, and incitement to riot.

## **GENERAL POLICIES ON STUDENT EXPECTATIONS**

### **GENERAL BEHAVIOR IN HALLS & ON GROUNDS**

Students are to behave in a respectful manner at all times, and are to adhere to directions given by ANY member of the school staff in the halls and on the school grounds. Eating or drinking anything other than water is not permitted in the halls or foyer.

### **VIDEO SURVEILLANCE**

Umatilla High School is equipped with a video surveillance system. Parents and students need to be aware that activities on the school campus are being recorded for security purposes. Video recordings may be provided to law enforcement agencies.

### **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Dress and grooming are the responsibilities of the student and his/her parent. The school will become involved when dress and grooming endanger the health, welfare, or the positive learning environment of the school.

Proper attire and footwear are required. It is the responsibility of the student and parents to select clothing that is safe, decent and sanitary. Proper attire at UHS is defined as; shirts, pants, shorts, dresses, and skirts. The following items of clothing are not acceptable:

- Pajamas, slippers, and other sleepwear
- Hats, hoods, bandanas, and sunglasses
- Clothing that endorses inappropriate activities such as drugs, alcohol, tobacco use, sexual innuendos and double entendres are not permitted
- Gang-related attire is not permitted on school property
- Clothing that draws attention to the individual and away from the learning climate is not acceptable dress
- Clothing that provides for easy concealment of weapons or other contraband
- Pants that are improperly sized or clothing which exposes undergarments
- Halter tops or spaghetti straps
- See-through and/or netted shirts
- Shorts, skirts, and dresses that are more than four inches above your knees
- Clothing with holes or rips above the knee is not appropriate.

Tattoos that are gang related or perceived to be gang related are to be covered up. Students who fail to meet the dress and grooming standards will be sent to the office where they will be initially instructed to correct the problem. Continued violations shall require the student to be removed from the school until corrected and may be subject to further discipline.

Students who represent the school in a voluntary activity, such as athletics, may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

### **USE OF TOBACCO**

The use or possession of tobacco by students is prohibited on the high school campus. Students will not use tobacco at any school activity, function, or event, held on or off the school grounds. Violating this rule will result in suspension.

### **VULGAR LANGUAGE/GESTURES**

Vulgarity in the school or on school grounds is not permitted and may result in disciplinary action.

### **DISPLAYS OF AFFECTION**

Umatilla High School is not the place where intimacies should occur. Handholding, locking arms, and walking arm-in-arm are acceptable; more extreme displays are unacceptable. Those who consistently ignore this policy will be subject to discipline to include possible suspension and parental conferences.

### **ELECTRONIC DEVICES / CELL PHONES**

Personal electronic devices are to be put away and turned off during class time unless otherwise directed by teacher for educational purposes. Electronic devices may be used during passing time and breaks.

### **SKATEBOARDS/ROLLER BLADES**

The use of skateboards and roller blades is prohibited at Umatilla High School at all times. They are to be placed in the student's locker after arriving to school and left there until the end of the day. Violators of this policy may have their skateboards and /or roller blades confiscated and returned to parents. Continued violations could result in further disciplinary action.

### **CLASSROOM BEHAVIOR**

Students are expected to be in class on time to learn and comply with teachers established behavior guidelines. Flagrant or repeated misconduct will result in disciplinary action (see discipline matrix).

### **CHEATING/PLAGIARISM**

Cheating/plagiarism are defined as an attempt by any student to use unauthorized materials or information during a test or in the preparation of an assignment. Some examples of cheating/plagiarism include: copying from another person's paper, using or possessing crib notes, copying and pasting from the internet sources without authorization and unauthorized use of a text book. (See discipline matrix)

Students who willingly and knowingly allow their information or materials to be used for cheating shall also be considered guilty of cheating.

### **PREPARATION FOR CLASS**

Each student is expected to report to class with pencil or pen, paper, homework, and books or other materials required by the teacher. Habitually failing to do so shall result in disciplinary action.

### **TEXTBOOKS**

The student is responsible for maintaining her/his textbook. Fines may be assessed if the material is lost, damaged, or defaced. Parents will be expected to pay the fine if the student cannot.

## ATTENDANCE POLICIES

### ATTENDANCE

Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation and is punishable by a citation up to \$500.

**There is a direct relationship between strong attendance and class success.** Students with good attendance generally achieve higher grades, enjoy school, and are more employable after completing high school.

To help students achieve maximum benefit from their education at Umatilla High School, the following procedures with regard to attendance will be used:

Parents are asked to call the high school office after 7:00 a.m. if their student is unable to attend school that day (541-922-6525). An automated phone call will be made by the end of the school day for those absent.

When it is known in advance that a student must be absent, a prearranged absence form must be obtained from the office, presented to the student's teachers to be signed, and returned to the office before the student may leave. This must be done in order for the absence to be considered excused. Please provide the office 24 hours advanced notice for anticipated absences of less than four school days, five days prior written notice is requested for anticipated absences of four school days or more.

Every year many students travel to other parts of the world during the school year. While we understand that this is an important time for them to see their grandparents and other relatives, we are concerned about the impact that this has on the students' education.

In order to better meet the educational requirements of Umatilla High School we are asking for the following:

1. Advise the school office of your departure date as soon as possible. **At least two weeks' notice is needed** so that teachers can prepare work.
2. Let us know when you expect to return.
3. Insist that your children do the work assigned in a timely manner. Work that is done in a rush and at the last second will not be acceptable.
4. It is the responsibility of the students who are going to Mexico or elsewhere to do the following:
  - a. Pick up a leave slip from the office. Take it home for parents to fill out and sign and return this document to the office.
  - b. **Go to each teacher at least two weeks before the departure date to ask for work. Waiting until just before the leave date makes it difficult for teachers to prepare work and may result in the student having no credit for the class.**
  - c. Arrange with teacher to take any exams missed.

It is the responsibility of the teachers to do the following:

1. Prepare work packets for students who have indicated that they will be traveling. Unless it is an emergency, two weeks' notice will be required. This period of time may be waived by the building administrator.
2. Prepare notes explaining the work.
3. Evaluate the work handed in when the student returns and decide if the work merits a passing grade for the semester. Teachers will have the option of giving students pass/fail grades rather than letter grades.

## **ABSENCES AND EXCUSES**

**Parents are required to notify office by phone or through written excuse within 48 hours following the absence. Failure to do so may lead to disciplinary action.**

A student who must leave school during the day is required to bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. Office personnel will decide whether or not the student should be sent home and will attempt to notify the student's parent as appropriate.

**It is the responsibility of the student to obtain missing class work.** A student who has been absent for any reason is required to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days.

### **Students who are absent one day:**

- Will take previously announced quizzes and tests and hand in previously assigned work the day they return to class.
- And have assignments and/or quizzes/tests assigned in their absence should be afforded one additional day to make up the work upon returning to work.

### **Students who are absent for multiple days:**

- are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule.
- Again, work previously assigned is due the day of the student's return.
- If long-term assignments carry a deadline, students are expected to send the assignment to school if they are absent.

## **TARDY**

Students are expected to be in class on time; otherwise they are considered tardy. Those students who exceed four or more tardies in a class are subject to discipline (See Discipline Matrix).

## **TRUANCY (Skipping)**

A student who is absent from school or any class without permission will be considered truant and subject to disciplinary action including detention, suspension, and/or expulsion. Students that are truant will be ineligible to participate in athletics or other activities.



## **VEHICLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Students must obtain a parking permit issued by UHS to park in paved lots. Vehicles without permits can park in the gravel lot across 7th Street from UHS. To register vehicle(s) students will need to provide the license plate numbers of all vehicles that may be parked at school as well as make and model.

The school district provides adequate transportation for students. Driving a car to school is a privilege rather than a right or necessity. State and local traffic laws and school rules must be followed when operating vehicles on school premises. Students are prohibited from parking in designated staff and visitor parking areas. Vehicles must be parked within the designated lines. Traffic infractions by students driving on school grounds will result in disciplinary action by the school and loss of privileges will be loss if multiple infractions occur. Serious offenses will be reported to the police.

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

## **CLOSED CAMPUS**

**UHS is a closed campus, with the exception of a student's scheduled lunch period,**

Once students arrive on school grounds either by walking, bus or by car, they are to remain on campus until their scheduled lunch period. *Students are not to walk off campus in the mornings to go to local stores before school starts. Students are not allowed to leave the campus during the AM class periods or the PM class periods unless their schedule reflects instructional tutors leaving for their placement, work experience or college courses.* Students who violate our closed campus policy will lose the privilege of participating in open campus during lunch periods and will receive disciplinary action.

Students are not allowed to leave campus during their school day without signing out properly in the office. Parents who request their students to leave the campus must be aware that the students are not under the school's supervision during those times. Students who are leaving campus must check out at the office. The main office must approve required trips to the doctor, dentist, etc. Such trips must be pre-arranged by a note or phone call.

## **OFF LIMIT AREAS**

All students are to remain on school grounds during the school day. The following areas are off limits during the school hours. Students caught in these areas will be referred to the office for disciplinary action which can include being charged with trespassing.

- Softball dugouts, baseball dugouts, baseball field, football and track facility.
- The area below the soccer and lacrosse field (where the bonfire takes place)
- Any treed area along the Umatilla River that is managed by the school district.
- The area behind CBMS / garbage cans

## **PASSES**

No student is to be outside her/his regularly scheduled class without an approved hall pass. Students in the hall without a pass or off track to assigned destination may be subject to disciplinary action.

## **EXEMPTION FROM COMPULSORY EDUCATION**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor, provided the student is:

1. employed full-time;
2. employed part-time and enrolled in school part-time;
3. enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

## **RIGHTS AND POLICIES ON DISCIPLINE**

### **STUDENT DISCIPLINE CODE**

Discipline, as administered by Umatilla High School in conjunction with the home, is based on a counseling philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The discipline shall be progressive in nature.

The major objectives of discipline in the schools are to teach the following fundamental concepts for living:

- (1) respect for the rights, dignity and safety of all individuals within the school and community;
- (2) respect for law and observance of school district policies, procedures and local regulations; and
- (3) respect for public and private property rights.

The procedures employed to attain these objectives involve counseling by teachers, counselors, administrators and the involvement of parents or persons having custody of the student(s). As used in these procedures, the word "parent" includes, when applicable, the person having custody of the student.

### **RIGHT TO DUE PROCESS**

Students disciplined by a school authority are guaranteed certain due process rights, which include the following:

1. oral or written notice of the nature of the rule, violation of which will result in discipline;
2. oral or written notice of the nature of the specific violation and the intended disciplinary penalty;
3. an opportunity for the students to "tell his/her side of the story" to the person who dispenses discipline;
4. if the student denies the charges, an explanation of the evidence of the violation upon which the school authority is relying will be made to the student, including, if available, camera footage.

Because the behavioral problems of the students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of the administrator and will be progressive in nature (see discipline matrix).

## **DISCIPLINE PROCESS**

All discipline referrals are documented as part of the student's permanent record.

## **DETENTION**

A student may be detained at lunch time or after school for violations of the Student Code of Conduct. The school will attempt to notify the student's parents of the date and reason for the detention. **Failure to attend the detention shall result in in-school suspension.**

## **IN-SCHOOL SUSPENSION**

In-school suspension temporarily denies a student the privilege of attending classes. Students will be required to work on school work during this time in an isolated setting. **Failure to attend the in-school suspension will result in further disciplinary action.**

## **OUT OF SCHOOL SUSPENSION**

Suspension temporarily denies a student the privilege of attending classes, school or school activities until a formal meeting with the parent has taken place to consider re-instatement. In special circumstances, a suspension may be continued until some specific pending action occurs such as court hearing, a medical evaluation, or a review by a probation officer. Suspensions are made by the administration and are not to be used in lieu of expulsion.

Suspension procedures are as follows:

1. The student is informed that he/she is suspended, given the reason for the action, and sent home following the notification of parents. In the event parents cannot be contacted, the student will be sent home at the end of the day by his/her normal mode of transportation; the parents are notified by telephone (if possible) of the suspension and reasons for the action;
2. A disciplinary referral is sent to the parents stating the time, date and specific reason(s) for the suspension, including procedures to be followed by the student and the parents for possible re-instatement;
3. The parent has the responsibility for contacting the school to arrange for a conference.

A student may be suspended from school for up to and including ten school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parent/s of a student's suspension.

**While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.**

Schoolwork missed by a student while on suspension may be made up upon the student's return to school. All suspended students are encouraged to collect materials to work on while on suspension. **It is the student's responsibility to collect and submit all missed work.** The student will be given the same number of school days as missed (plus one) to do the make-up work.

## DRIVING PRIVILEGE SUSPENSION

Assaulting or menacing a school employee or another student; willful damage to district property; or use of threats, intimidation, harassment or coercion against a school employee or another student may also result in a request to the Oregon Department of Transportation for suspension of driving privileges. The decision to submit the request to the Department of Transportation may be appealed. Ref. Board policy JHFDA

## STUDENT MANAGEMENT POLICY

### DISCIPLINE ACTION AND ASSIGNED POINTS

Umatilla High School utilizes a discipline matrix for determining penalties for improper behavior or attendance issues. Points are assigned to the student from the discipline matrix as follows:

- Lunch Detention = 1 point per day
- In-School Suspension (ISS)/Friday School = 2 points per day
- Week long Lunch Detention = 2 points
- Out-of-School Suspension (OSS) = 3 points per day

Example:

Name	Behavior	Discipline	Points
Bill Reed	Electronic Device	Lunch Detention	1
	Skipping	ISS	2
	Fight	OSS 3-days	9
Total			12

- Once a student has accumulated 20+ points a parent conference is required. Each student will only be allowed to develop one behavior plan each school year.
- Students and/or parents will be required to write a behavior contract in conjunction with administrative staff\*.
- Once a student has accumulated 30+ points, a recommendation will be made to the Umatilla School District Superintendent for alternative placement.

*\* As part of the behavior contract, a student who has acquired 20+ points may petition to reduce their discipline point total in two ways:*

1. Work points off at UHS (Community Service): 1 hour of work equals 1 point off (up to 10 hours maximum)
2. The point total will be reduced 1 point per week if the student has perfect attendance and zero disciplinary referrals for the week.

## **TIER 1 OFFENSES**

### **DISCIPLINE MATRIX**

This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

<b>Classroom Disruption</b>	
<b>1<sup>st</sup> Visit</b>	Lunch Detention, Parent contact by administration
<b>2<sup>nd</sup> Visit</b>	Friday School, Parent contact by administration
<b>3<sup>rd</sup> Visit</b>	Week of lunch detention, parent contacted by administrator
<b>4<sup>th</sup> Visit</b>	ISS, parent contacted by administrator
<b>Insubordination (defiance/disobedience/disrespect)</b>	
<b>1<sup>st</sup> Visit</b>	Friday School, parent contacted by administrator
<b>2<sup>nd</sup> Visit</b>	ISS, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, may move to expel
<b>Aggressive Behavior / Horseplay</b>	
<b>1<sup>st</sup> Visit</b>	Lunch detention
<b>2<sup>nd</sup> Visit</b>	ISS, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, may move to expel
<b>Public Displays of Affection</b>	
<b>1<sup>st</sup> Visit</b>	Lunch detention
<b>2<sup>nd</sup> Visit</b>	Friday School, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Week of Lunch Detention
<b>4<sup>th</sup> Visit</b>	ISS
<b>Profanity</b>	
<b>1<sup>st</sup> Visit</b>	Lunch detention
<b>2<sup>nd</sup> Visit</b>	Lunch Detention, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Friday School
<b>4<sup>th</sup> Visit</b>	ISS
<b>Dress Code Violation</b>	
<b>1<sup>st</sup> Visit</b>	Warning, required to change clothing
<b>2<sup>nd</sup> Visit</b>	Lunch detention, required to change clothing, parent contact by administration
<b>3<sup>rd</sup> Visit</b>	Friday School, required to change clothing, parent contact by administration
<b>4<sup>th</sup> Visit</b>	ISS, required to change clothing, parent contact by administration
<b>Tardies</b>	
<b>1<sup>st</sup> Visit</b>	Lunch Detention
<b>2<sup>nd</sup> Visit</b>	Friday School, Parent contact by administration
<b>3<sup>rd</sup> Visit</b>	Week of Lunch Detention, parent contact by administrator
<b>4<sup>th</sup> Visit</b>	OSS, parent contact by administrator
<b>Skipping/Leaving School Without Permission</b>	
<b>1<sup>st</sup> Visit</b>	Lunch Detention, parent contact by administration
<b>2<sup>nd</sup> Visit</b>	Friday School, parent contact by administration
<b>3<sup>rd</sup> Visit</b>	5 days Lunch Detention, parent contact by administration
<b>4<sup>th</sup> Visit</b>	OSS, parent contacted by administrator
<b>Electronic Devices</b>	
<b>1<sup>st</sup> Visit</b>	Lunch detention, device confiscated and released to student at the end of the day.
<b>2<sup>nd</sup> Visit</b>	Friday School, device confiscated and released to parent, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	ISS, device confiscated and released to parent, parent contact by administrator

## **TIER 2 OFFENSES**

### **DISCIPLINE MATRIX**

This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

<b>False/Misleading Information</b>	
<b>1<sup>st</sup> Visit</b>	Friday School, parents notified by administration
<b>2<sup>nd</sup> Visit</b>	ISS, parents notified by administration
<b>3<sup>rd</sup> Visit</b>	Suspend up to 3 days
<b>4<sup>th</sup> Visit</b>	Suspend up to 5 days, may move to expulsion hearing
<b>Misuse of Technology</b>	
<b>1<sup>st</sup> Visit</b>	Restricted access to technology, lunch detention, parent contacted by administration
<b>2<sup>nd</sup> Visit</b>	Loss of technology privileges for remainder of year, ISS, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, loss of technology indefinitely
<b>Cheating / Plagiarism</b>	
<b>1<sup>st</sup> Visit</b>	Zero credit given, lunch detention, parent contact by administrator
<b>2<sup>nd</sup> Visit</b>	Zero credit given, Friday School, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Zero credit given, ISS, parent contact by administrator
<b>Harassment, Intimidation, Bullying, Cyber-Bullying</b>	
<b>1<sup>st</sup> Visit</b>	Friday School, parent contact by administrator.
<b>2<sup>nd</sup> Visit</b>	ISS, parent contacted by administrator
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, may move to expulsion hearing
<b>Sexual Harassment</b>	
<b>1<sup>st</sup> Visit</b>	ISS, parent contact by administrator, may call police
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, may move to expulsion hearing, may call police

## **TIER 3 OFFENSES**

### **DISCIPLINE MATRIX**

This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

<b>Theft</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 3 days, may contact police, parent contact by administration
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, may contact police, parent contact by administrator
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, will contact police, parent contact by administrator, may move to expel
<b>Gang Behavior</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 1 day, parent contact by administrator, may contact police
<b>2<sup>nd</sup> Visit</b>	Suspend up to 3 days, parent contact by administrator, may contact police
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, may contact police, move to expel
<b>Fighting / Encouraging Fighting / Assault</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 3 days, parent contact by administrator. Police will be notified and student(s) may be cited.
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator. Police will be notified and student(s) may be cited.
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, may move to expel. Police will be notified and student(s) may be cited.

## **TIER 3 OFFENSES CONTINUED**

### **DISCIPLINE MATRIX**

This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

<b>Disruption of School</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 3 days, may contact police or fire marshal, may move to expulsion hearing
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, may contact police or fire marshal, may move to expulsion hearing
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, may contact police or fire marshal, may move to expulsion hearing
<b>Trespassing</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 3 days, parents contacted by administrator, will contact police
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, parents contacted by administrator, will contact police, may move to expulsion
<b>Tobacco</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 3 days, will contact police, parent contact by administration, athletes also subject to athletic policy
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, will contact police, parent contact by administration, athletes also subject to athletic policy
<b>3<sup>rd</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
<b>Vandalism</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, pay/repair damage, may contact police
<b>2<sup>nd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, pay/repair damage, will contact police
<b>3<sup>rd</sup> Visit</b>	Suspend up to 5 days, parent contact by administrator, pay/repair damage, will contact police, may move to expulsion hearing
<b>Smoking or Vaping</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy
<b>2<sup>nd</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
<b>3<sup>rd</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
<b>Drugs, Alcohol</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy
<b>2<sup>nd</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel
<b>3<sup>rd</sup> Visit</b>	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
<b>Extortion, Blackmail, Unlawful Coercion</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, parent contact by administration, will contact police
<b>Arson</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, parent contact by administrator, will contact police and fire marshal, will move to expel
<b>Bomb Threats or Use/Possession of Explosive Incendiary Devices</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, parent contact by administrator, will contact police & fire, will move to expel
<b>Breaking and Entering / Burglary</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, parent contact by administration, will contact police, will move to expel
<b>Weapons</b>	
<b>1<sup>st</sup> Visit</b>	Suspend up to 10 days, will contact police, will move to expulsion hearing

## **SUBSTANCE ABUSE**

**PHILOSOPHY STATEMENT:** While drug, alcohol, and tobacco use is dangerous in all segments of American society, it poses a special risk to young people by denying them opportunity to develop physically, emotionally, psychologically, and socially. Umatilla High School is committed to establishing and maintaining a drug-free environment. **Possessing, selling, using or being under the influence of tobacco, alcohol, or other illegal and harmful drugs will not be allowed in the school, on school grounds or during school sponsored activities including athletic events, dances, field trips, etc.**

The District School Board recognizes that, (1) substance abuse creates both direct and indirect detrimental effects upon the educational processes within the school; (2) alcohol, tobacco, and other drug use by students is illegal and harmful, and (3) substance abuse/dependency is a condition which can be treated successfully.

Substance abuse is generally defined as (but not limited to): the use of narcotics, marijuana, alcohol, codeine, heroin, stimulants, depressants and hallucinogens, or imitation drugs obtained with or without a prescription that have been used in a manner dangerous to the health of the user.

Students, while under school jurisdiction (either on or off the school property), who possess, distribute, sell, or show evidence of substance use/abuse, shall be subject to the disciplinary procedures as outlined in the discipline matrix.

In the case of a drug-related medical emergency such as an overdose or an allergic reaction, immediate notification of 911 and the administrative office is required. Staff members will assist the student in any way possible. Parents/guardians shall be contacted immediately if possible. The parent/guardian or a staff member shall be designated to accompany the student to the hospital or emergency medical facility. An accident/injury report will be filled out and filed with the principal.



# GRADING GUIDELINES

## GRADING SCALE

- A = Advanced Competency (90-100%)
- B = Beyond Competency (80-89%)
- C = Proficient (70-79%)
- I = Developing Competency (still in progress)
- F = Not Proficient (did not complete coursework to standard)

## GRADE CALCULATIONS

The following are key points about grading at UHS:

- In order to earn high school credit for a course, a student must meet the following criteria:
  1. The student must earn an overall course grade of ‘C’ or higher, and
  2. Pass all summative assessments
- Overall grade calculations are based upon the following grading structure:
  - Summative assessments = 70% of the final overall grade for the course
  - Formative assessments = 30% of the final overall grade for the course
- Summative assessments are linked to one or more course standards.
- All courses will use the semester grading term

## ASSESSMENT TYPES

### Formative Assessments

A formative assessment is “practice” and is, therefore, not heavily weighted in our grading system.

Examples of formative assessments include, but are not limited to:

- Skills checks such as quizzes used for practice or reinforcement and classroom openers or exit slips
- First drafts of writing assignments
- Questions administered during instruction
- Graphic organizers and worksheets
- Informal observations of student work
- Pre-tests
- Homework
- Other classwork not listed above

### Summative Assessments

A summative assessment is an assessment of learning that demonstrates the concepts, skills, and knowledge within a course and is heavily weighted in our grading system.

Examples of summative assessments include, but are not limited to:

- Performance tasks / authentic learning tasks

- Enrichment activities that support the demonstration of competency proficiency
- Tests
- Projects
- Writings (term papers, position papers, essays, stories, lab reports, summaries, etc.)
- Presentations
- Problem-based inquiry tasks
- Other comprehensive / cumulative assignments not listed above

### **REASSESSMENT PROCEDURES**

Reassessment opportunities shall be made available to students who have missed a summative assessment, to students who have failed a summative assessment, and to students who strive for mastery. Students that reassess can still earn the highest possible score on the assessment if they have completed all prior formative unit work at proficiency.

### **ALTERNATE COURSES**

Some courses by their nature, credit recovery and peer tutoring, do not follow the guidelines above.

**Credit Recovery (PLATO):** Students participating in credit recovery are rewarded credit (Pass/Fail) once coursework is completed and approved by a highly-qualified teacher assigned to the content area (Example: a student working on Algebra 1 in a PLATO math class would receive an Algebra 1 credit for successfully completing the course). The grade communicated through PowerSchool for a credit recovery course is designed to communicate a student's participation and progress.

**Peer/Juvenile Tutoring and Teacher Assistants (TAs):** The Peer Tutor experience is designed for students who plan to work with children in the future. Juvenile Tutors will assist a middle school teacher and will attend every day. Bilingual and Peer Tutors are placed at the high school and matched with classrooms that need assistance. There are specific learning objectives for these courses. In order to receive credit a student would need to complete the objectives of the course and receive a successful recommendation from the mentor teacher. The grade communicated through PowerSchool for a Peer/Juvenile Tutor course is designed to communicate a student's participation and progress. TA grades will be pass/fail and students will earn 0.5 elective credit per semester. An 'F' grade would indicate that a student is not meeting participation and progress goals.

## GRADUATION REQUIREMENTS

The state of Oregon requires all students to complete a specified series of courses. In order to graduate from high school in this district, a student must successfully complete the credits outlined in the table below.

Subject	Graduating Class of 2014 and beyond
<b>Language Arts</b>	<b>4</b>
<b>Mathematics</b> (Algebra 1 or higher)	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Social Science</b>	<b>3</b>
<b>Physical Education</b>	<b>1</b>
<b>Health Education</b>	<b>1</b>
<b>Arts</b>	<b>3</b>
<b>Second Language</b> (Most 4 year colleges require two years in a foreign language)	
<b>Career &amp; Technical Education</b>	
<b>Electives</b>	<b>6</b>
<b>Total Credits to Graduate</b>	<b>24</b>

### ESSENTIAL SKILLS REQUIREMENT:

**In addition to credits students will be required to show they can:**

- Read and comprehend a variety of texts
- Write clearly and accurately
- Apply mathematics in a variety of settings

#### **Personalized Learning/Career Requirement**

- **Plan and Profile:** With the help of adults, students develop a plan for the classes and experiences they will need to prepare for their post-high school goals. They will document their progress and accomplishments along the way.
- **Career-Related Learning Experiences:** Students participate in experiences that connect classroom learning with the workplace and community.
- **Extended Application:** Students apply knowledge and skills related to their interests and goals by demonstrating critical thinking, problem solving, or inquiry in real-world contexts.

### ACCELERATED CREDIT

Accelerated credit (college credit obtained while a student is in high school) is a priority for the Umatilla School District. As shown in Brian Prescott's study for "Accelerated Learning Options: Moving the Needle on Access and Success", students who earn college and high school credits simultaneously have increased chances for future success. Over 44.8% of low-income students with dual enrollment/dual credit experience earn an associate's degree and 61.3% earn a bachelor's degree. Only 18.5% of low-income students without dual enrollment/dual credit experience earn an associate's degree and only 40.7% earn a bachelor's degree.

To assist Umatilla students in achieving college credit and working toward successful futures, Umatilla High School proposes the following adjustments to Expanded Options:

- 100% of tuition for courses applicable toward an AAOT, OTM or career certification will be paid for all Umatilla High School students who are enrolled full time, on-track to graduate, have a 3.0 cumulative GPA or above (students with a 2.0-3.0 GPA are eligible to participate in the parameters defined above if they have passed all required state benchmarks- OAKS or SBAC- for their graduation requirements).
- A student who takes and passes a college course will receive 0.5 high school credit for that course in the appropriate category toward graduation requirements.
- Tuition will be paid by the Umatilla School District directly to the college/university.
- Students who fail a dual credit/college credit class will no longer be eligible for direct district payment. If pre-approved, their future coursework may be reimbursed by the district upon successful course completion.
- Textbooks for dual credit courses are covered in full by the district. Textbooks for online or on-campus college courses are the responsibility of the family. The school will develop a lending library for core classes available only online or on-campus and students will have the opportunity to check those texts out from the school library as needed.
- Students interested in pursuing college coursework in high school must schedule a planning appointment with the high school counselor. A course schedule will be developed to help students work toward their AAOT, OTM, or career certificate.
- College Study students must complete core classes prior to taking electives. Electives shall be taken upon individual consideration and approval.
- This program shall be in place as long as funds are available. Should demand exceed available funds, remaining funds for the quarter in which demand exceeds funding shall be distributed based on financial need. Financial need shall be determined by parent's stated income on a request form.
- It is the student's responsibility to correspond with the college instructor if they have questions or concerns.
- It is the responsibility of the student to drop a class.
- It is the responsibility of the student to know registration and drop deadlines.

## **AAOT/OTM**

### **Associate of Arts Oregon Transfer (A.A.O.T.) Degree / Oregon Transfer Module (O.T.M.)**

Many of the courses at Umatilla High School allow students to earn college credits toward the associate of arts Oregon transfer (A.A.O.T.) degree or the Oregon Transfer Module (O.T.M.).

The A.A.O.T. is a two year college program. To successfully earn this degree students must successfully complete a minimum of 90 credit hours. The A.A.O.T. degree will transfer to any Oregon University System (OUS) institution where students may complete requirements for a four-year baccalaureate degree.

The O.T.M. is a one-year module designed to complete a portion of students' general education

requirements and is transferable to any OUS institution.

### **Associate of Arts Oregon Transfer (A.A.O.T.) Degree**

FOUNDATIONAL REQUIREMENTS	CREDITS
WR121 English Composition	4
WR122 English Composition	4
OR WR227 Technical Report Writing	4
COM111 Fundamentals of Speech	4
MTH105 Introduction to Contemporary Mathematics (or above)	4
Health/Wellness	3
DISCIPLINE STUDIES	CREDITS
Arts and Letters	12
Social Science	16
Science with Laboratory	12
Science/Math/Computer Science	4
Electives (12 career and technical credits)	23
<b>TOTAL CREDITS REQUIRED</b>	<b>90</b>

### **College Course List**

High School Course	College Course	Credits
<b>Computer Applications</b>	BT 121	3
<b>Introduction to Accounting</b>	BA 111	3
<b>Business Communications</b>	COM 111	4
<b>Advanced Metal Fabrication</b>	AGM 211	3
<b>Engineering Technology</b>	CET 112	3
<b>Advanced Engineering Technology</b>	CET 111	3
<b>Spanish 2</b>	Spanish 101, 102, 103	3
<b>Health 2</b>	HE 250	3
<b>Honors English</b>	WR 121	4
<b>Algebra 2</b>	MTH70 or MTH95	4
<b>Calculus/Pre-Calculus</b>	MTH 111, 112	5, 4
<b>On-Line Education</b>	Various options	
<b>Advanced Biology</b>	BIO 101, 102, 103, 104	3, 3, 3, 1
<b>Chemistry</b>	CHEM 101, 102	4, 4
<b>World History</b>	HST 104, 105	3, 3
<b>SUCCESS 101</b>	Freshmen Transitions	3

*Course list may change due to teacher certification*

## ACADEMIC DEFINITIONS, EXPECTATIONS, AND PROCEDURES

**CREDITS:** Credits are units by which academic progress is measured. One credit ordinarily represents an entire year's work in a course (0.5 credit = 1 semester).

**SEMESTER CALENDAR:** The school year is divided into two semesters (roughly 18 weeks). Credit is awarded on the basis on the semester grade. Only final semester grades are recorded on the student's permanent record.

**ACADEMIC STANDING:** Students are classified by their high school entry date/year. (A student in the tenth year of his or her education is classified as a tenth grader regardless of his or her credits.)

**INTERVENTION FRIDAYS:** Umatilla High School utilizes Intervention Fridays throughout the year as part of our academic intervention plan. These intervention times are set aside to give students multiple opportunities to learn the academic standards at proficient levels of understanding. Students assigned to Intervention Fridays are required to attend.

The purpose of Intervention Fridays is to assist students who have incompletes to work towards showing proficiency. Students not assigned to Intervention Fridays may also attend to make up work or complete projects.

### GRADING SYSTEM:

A = SUPERIOR indicates mastery of subject and work of such character as to merit special recognition

B = ABOVE AVERAGE indicates good quality work

C = AVERAGE or PROFICIENT indicates average work which meets minimum course requirements/standards and signifies that student has met proficient level of understanding

F = FAILING indicates failing work which does not meet minimum course requirements/standards

I = INCOMPLETE indicates that student is still working to demonstrate requirements/standards. Students may have up to one week to remediate incomplete grades.

P/NP = PASS/NO PASS may be used for students on a modified diploma. These credits will count toward their modified diploma but will not count in a student's GPA.

**GRADE POINT AVERAGE (GPA):** The high school grade point average is determined on semester grades earned. Only letter grades A – F are included in determining GPA.

### 5 POINT SCALE:

The following will be calculated using the 5 point scale:

- Advanced high school courses:
  - Honors English
  - Advanced Biology
  - Chemistry
  - Physics
  - Math Analysis
  - Transcribed college-level courses that substitute for high school requirements.

**CLASS RANKING:** Students are ranked numerically according to grade point average at the end of each semester. Total class enrollment is included in computing class rank.

**DEAN'S LIST/HONOR ROLL:** The Dean's List is determined by GPA and is published each semester. To be eligible, students must have a GPA of 3.5 or above, have no incomplete grades, and be enrolled in at least five courses offering letter grades (A-F) which can be included in the GPA. Weighted GPA will be used.

To be eligible for the Honor Roll, students must have a GPA of 3.0 to 3.499, have no incomplete grades, and be enrolled in at least five courses offering letter grades which can be included in the GPA. Weighted GPA will be used.

**VALEDICTORIAN, SALUTATORIAN, AND HONORS RECOGNITION:** Seven semesters of work will be used in the determination of Valedictorian (senior with highest GPA), Salutatorian (senior with second highest GPA), and Honors (3.5 and above) students. The weighted GPA formula will be used.

## **DIPLOMA OPTIONS**

### **REGULAR DIPLOMA**

The regular diploma is based on the completion of state and district guidelines. All graduates are required to obtain twenty-four (24) credits as outlined on the Umatilla High School Transcript. These expectations are congruent with the Oregon Department of Education mandates.

### **MODIFIED DIPLOMA**

To receive a modified diploma a student must earn 24 units of credit, between grade 9 and the end of their high school career with at least 12 of those credits to include:

- English Language Arts – 3 units
- Mathematics – 2 units
- Science – 2 units
- Social Sciences – 2 units (which may include history, civics, geography and economics)
- Health Education – 1 unit
- Physical Education – 1 unit
- Career Technical Education, The Arts or Second Languages (units may be earned in any one or a combination) - 1 unit

Umatilla School District will be flexible in awarding the remaining 12 units of credit. These credits must be awarded to meet the needs of the individual student as specified in the education plan of the student with the expectations and standards aligned to appropriate grade level academic content standards. These credits may include professional technical education, electives, and career development in any of the above content areas.

Umatilla School District will grant credit toward a modified diploma only for courses that contain substantial academic content modified to meet the need of the individual student. We will provide grant credit for a modified diploma through a continuum of instruction beginning at basic skills and progressing through high level skills. Completion of one or two modified courses will not prohibit a student from earning a regular diploma. Each student will have an education plan and education profile as provided under OAR 581-022-1130.

The school district will notify the parent or guardian if the courses in grades 9 – 12 have been modified for an individual student. The student transcripts will clearly identify modified courses that do not count toward the regular diploma but that do count toward the modified diploma. Students issued modified diplomas will have the option of participating in the high school graduation ceremony with the members of his/her class who are receiving regular diplomas. Decisions to work toward a modified diploma will occur no earlier than the 6<sup>th</sup> grade year but no later than 2 years prior to anticipated exit.

### **GRADUATION EXERCISE POLICY**

Participation in UHS commencement ceremonies is considered an honor. In order to participate in the graduation ceremony, students must have passed all required and elective courses necessary for graduation and attended required practices. Students may be denied the opportunity to participate in the graduation ceremony for disciplinary reasons.

Parents of seniors who are in danger of being ineligible to participate in the graduation ceremony due to academic difficulties will be notified as soon as identified. Follow-up contacts shall continue until the completion of the school year.

### **CREDIT RECOVERY**

Umatilla High School offers students an opportunity to complete needed credits in order to graduate. The credit recovery courses are designed to get students back on track. Students must have failed a class or be a transfer student with credit deficiencies.

### **SUMMER SCHOOL**

Umatilla High School sponsors an on-campus summer school program. The program will provide students who are behind in credits an opportunity to make up credit in core areas such as math, science, language arts and social science. There will be a certified staff member available for assistance Monday through Thursday of each week during the duration of the program. Acquired credits will be counted to determine eligibility for fall sports. Students are encouraged to attend summer school to complete required coursework. Additional information may be obtained by contacting the school's counselor.

### **EXTENDED OPTIONS PROGRAM**

Senate Bill 300 created the Extended Options Program (EOP) that began in the 2006-2007 school year. The state requires that we notify junior and senior students and their parents/guardians of the Extended Options Program prior to February 1. Parents and students must notify the school by May 15 if they are interested in participating in this program for the next school year. This opportunity is being offered in conjunction with Blue Mountain Community College.

To be **eligible** for the Extended Options Program, the students **MUST**:

- ✓ Be enrolled and be a resident student of Umatilla High School.
- ✓ Meet requirements for the District to receive State reimbursement for enrollment.
- ✓ Be in grade 11 or 12 or be 16 years old or older at the time of enrollment.
- ✓ Have an approved educational learning plan on file with the high school.
- ✓ Be accepted by Blue Mountain Community College (BMCC) and meet entrance requirement for 100 level college courses.

The **purposes** of the bill are for eligible students enrolled in grades 11 and 12 to:

- ✓ Have additional options to continue or complete their education.
- ✓ Earn concurrent high school and college credits.
- ✓ Gain early entry into post-secondary education.



- ✓ Participate in existing accelerated college credit programs.
- ✓ Enroll full-time or part-time in an eligible post-secondary institution.

The following are some **important details** about the Extended Options Program:

- ✓ Successful completion of courses may accelerate high school graduation if the courses are part of the student’s approved educational learning plan.
- ✓ Failure to complete an eligible post-secondary course with a passing grade as defined by both Umatilla High School and the post-secondary institution may delay high school graduation and affect the student’s eligibility for the EOP. In addition it may require the student to repay some or all expenses paid for and may affect eligibility for co-curricular or extra-curricular activities such as clubs and sports.
- ✓ Eligible expenses will be reimbursed by the school district upon satisfactory completion of course work.
- ✓ **Transportation will not be provided or paid for by the Umatilla School District.**
- ✓ The District will limit the number of credits purchased by the District according to guidelines set the State Board of Education.
- ✓ The District will limit the amount of eligible expenses paid for each eligible student to fifty percent of the district’s general purpose grant.
- ✓ By State law priority will be given to eligible dropouts and students identified as “At Risk.”
- ✓ Seniors who are enrolled in this program will be required to complete their senior project in Careers. Students that are enrolled full time at the college must make an arrangement to take this course with the career instructor for senior students. Independent study may be an option.

## **OBTAINING STUDENT CONFIDENTIAL RECORDS**

### **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for educational records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

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

1. full legal name of student;
2. name and address of educational agency or institution;
3. student birth date and place of birth;
4. name of parent/guardian;
5. date of entry into school;
6. name of school previously attended;

7. course of study and marks received;
8. credits earned;
9. attendance;
10. date of withdrawal from school;
11. social security number;
12. Other information, (i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, state testing data, etc).

### **TRANSFER OF EDUCATIONAL RECORDS**

The district shall transfer originals of all requested student educational records relating to a particular student to the new educational agency when a request is made for transfer of such records. The transfer shall be made no later than ten days after receipt of the request.

The district shall retain a copy of the educational records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **ACCESS/RELEASE OF EDUCATIONAL RECORDS**

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

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

## **COUNSELING SERVICES**

### **ACADEMIC COUNSELING**

Students are encouraged to talk with the school counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending post-secondary education or training should work closely with the counselor so that they may take the courses that will best prepare them for their future. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

**NOTE: Teacher office hours are available each morning from 7:10-7:30.**

### **PERSONAL COUNSELING**

A counselor is available to assist students with a wide range of personal and social concerns. The counselor may also make available information about community resources to address personal concerns.

Parents are encouraged to contact the counselor to assist in addressing student concerns. Appointments to see the counselor can be made by calling the counselor's office or through email.

## **CHANGE OF STUDENT SCHEDULES**

Every effort will be made to ensure that class schedules meet the needs of the individual student. Schedule changes will be considered through the second week of the given semester or at the discretion of the building administrator. Following that time period, a change in schedule will require involvement of the student, parent, counselor, teachers involved, and principal. This system is designed to ensure that the best interests of the students are served.

## **PEER TUTOR/INTERNSHIP POLICY**

Juniors and seniors may elect to participate in the peer tutor/internship program to meet up to two elective credits.

1. Letter grades will be awarded.
2. Supervising staff must approve placement.
3. Performance objectives must be met for credit to be awarded.
4. Semester evaluations with a yearly reflection paper are required.

## **SUPERVISED WORK EXPERIENCE**

Juniors and seniors may choose to receive up to two elective credits through successful participation in a supervised work experience program.

1. The parent and school must approve the program
2. The student must submit verified documentation of the work experience on a regular basis.
3. Semester evaluation by the employer is required.
4. The school will check with employers on the status of the student.
5. A reflection paper is required of the student each year.

## **FOREIGN EXCHANGE STUDENTS**

The school may enroll students from other nations from those exchange programs officially recognized by the Board.

Foreign exchange students that are admitted to school under an F-1 visa status will be required to pay tuition as required by law, and at the rate established by the Board. Exchange students attending school under a J-1 visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma upon satisfactory completion of the school's prescribed course of study.

## **WITHDRAWAL FROM SCHOOL**

When a student withdraws from school the following steps should be taken:

Parents shall contact the high school office to request a withdrawal of the student.

The student is to get a checkout sheet from the high school office, and starting with the library, get the sheet signed by all teachers and then return the sheet to the office to settle fee charges or receive a refund. Transcripts will be sent when requested by the new school.

## GENERAL CLUB/ACTIVITY PROCEDURES

### CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, rally and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Below is a list of UHS clubs and the advisor.

**Key Club:**

**Students Today, Leaders Tomorrow (STLT)**

**Honor Society**

**Technology Club**

**ASB**

**Advisor: Chris Early**

**Advisor: Andrea Islas**

**Advisor: Nancy Swarat**

**Advisor: David Dever**

**Advisor: Josh Ego**

### EXTRA-CURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences at Umatilla High School. Involvement in student government, student clubs, organizations, athletics and other activities are important to the development of students. Interested students should contact the office for additional information.

### STUDENT OFFICES AND ELECTIONS

Election of student officers is conducted annually. Students are required to maintain the same eligibility requirements as all athletic programs to qualify for a student office and may be removed from office for failure to maintain eligibility. Elections are conducted by secret ballot controlled and counted by the athletic/activity director and principal.

### ACCOUNTING PROCEDURES

All Student Body organizations shall handle purchasing and financial transactions through the administrative offices in accordance with the following procedures:

1. All supplies must be purchased by the use of a Student Body purchase order with **advisor and administrative approval.**
2. All bills are to be paid by Student Body checks.
3. All Student Body clubs and organizations shall keep accurate accounts and shall be checked by the ASB Treasurer periodically.

No account is to operate “in the red” without administrative authorization.

### FIELD TRIPS

From time to time teachers arrange field trips for their classes. Such field trips may be to local businesses or they may require the use of a bus to go out of town. In all cases, the school will arrange transportation. No student cars or drivers will be permitted on field trips or club trips. All regulations regarding the responsibilities of students while in school are applicable when on field trips or any school sponsored activity.

## SCHOOL ASSEMBLIES

Assemblies and programs are held for the education and enjoyment of students and staff. Awards assemblies are held to recognize students and faculty efforts and achievements. Attendance at assemblies is mandatory unless announced otherwise. UHS students are expected to maintain high standards of conduct and to give every courtesy to the speaker and to the program. Class advisors will sit with their assigned grade level and will assist in monitoring behavior.

In order that students may be seated quickly, they are required to sit with their class. When entering the main gym from the North side of the gym, seating will be as follows:

LEFT SECTION	LEFT MIDDLE SECTION	RIGHT MIDDLE SECTION	RIGHT SECTION
Freshman	Seniors	Juniors	Sophomores

All students must remain seated until excused from an assembly. They are to be respectful to our school, National Anthem, and Flag Salute. Students are expected to sit or stand quietly during the National Anthem and Flag Salute.

## DANCE REGULATIONS

In an effort to provide control of student dance conduct, the following regulations and chaperone suggestions are provided:

1. The rules of good conduct and grooming shall be observed for school dances and social events.
2. **Once admitted to the dance, students may not leave and re-enter once they have left.**
3. Guests (non-students of UHS) must be accompanied by a student and signed up in the High School Office ahead of time. There is a one-guest limit for each student attendee. All guests must be current students with valid student body card or a recent graduate from a Umatilla/Morrow County high school under the age of 20. The Activities Director must approve all guests. UHS administrators reserve the right to grant exceptions.
4. Students or guests who come to the dance under the influence of alcohol face disciplinary action. Parents will be notified to pick up their student. Police may be notified.
5. Students at the dances are subject to the authority of the chaperones.
6. There shall be a minimum of three (3) faculty chaperones for each dance. The dance may be canceled if the required number of chaperones cannot be secured. Additional parent chaperones are highly recommended. The advisor of the organization sponsoring the dance should check with the High School office the day of the dance to secure the names of the guests. The advisor has the primary responsibility for supervision of the dance. The Administration or her/his designee will be available for extra supervision and will attend all dances.

## SENIOR TRIPS

**The district does not authorize or endorse senior trips taken for any purpose other than as a specific part of the Board-approved district curriculum.**

**The district does not authorize or endorse senior skip day.**