

WMHS STUDENT HANDBOOK



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DIRECTORY INFORMATION

Willamina Middle & High School
1100 Oaken Hills Dr, PO Box 67, Willamina, OR 97396
Website: <https://www.willamina.k12.or.us>

Principal: Jeremy Hurl
HS Assistant Principal/Athletic Director: Derek Barnett
MS Assistant Principal/Special Services Director: Mike Hughes
HS/MS Dean of Students: Mike Solem

HS Office:	503-876-2545 ext 1
MS Office:	503-876-2545 ext 2
District Office:	503-876-4525
Attendance:	(HS) 503-876-2787
	(MS) 503-876-2793
Registrar/Records:	503-876-2750
School Counselor:	503-876-2749
Athletics:	503-876-2789
Food Service:	503-876-2702
School Resource Officer	503-876-2773
Technology	503-876-2718
First Student:	503-876-3054
Health Clinic:	503-883-4850
County Mental Health Counselor:	503-876-2790

Additional Willamina Staff information can be found on the District Website.

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1.0 INTRODUCTION

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.

- Any information contained in this student handbook is subject to revision or elimination. Appropriate notification will be provided when necessary.
- The Willamina School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.
- The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:
 - Mike Gass, Superintendent at 503-876-1501 or mike.gass@willamina.k12.or.us
 - Darren Bland & Ashley Sexton Compliance officers for Section 504 of the Rehabilitation Act at darren.bland@willamina.k12.or.us or ashley.sexton@willamina.k12.or.us
- The following staff has been designated to coordinate the compliance with the American Disabilities Act, and the Americans with Disabilities Act Amendments Act.
 - Michael Hughes, Special Services Director at 503-876-2545 ext. 2715 or michael.hughes@willamina.k12.or.us
- The procedure for filing a complaint can be found on the district's homepage at <https://www.willamina.k12.or.us/home>
- Parents and students acknowledge receipt of the Student Code of Conduct and the consequences for students who violate district disciplinary policies.
- Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

Mission Statement

The Willamina School District is dedicated to the personal development of each student to their potential while maintaining rigorous standards allowing for individual differences and the opportunity to succeed.

As students acquire skills and abilities, they must become proficient in the skill subjects, attain efficient and effective work habits, develop a healthy lifestyle with positive attitudes, and cultivate a variety of intellectual interests. Students must assume responsibility for their citizenship in a global society. While learning to appreciate their individual heritage, students will cultivate respect for others.

To this end, we believe:

- Learning should be an exciting, rewarding, and productive activity that fosters a positive attitude toward schools and education.
- Students shall become lifelong learners.
- Parents must be actively involved in their child's education.
- Staff and parents should work as partners to aid each student's intellectual, physical, moral, emotional, and social growth so that the individual can become a responsible community member and lead a personally rewarding life.
- Schools must provide an environment that is physically and emotionally safe, stressing self-respect as well as respect for others.
- The community and the schools should develop a partnership for the mutual support of each other.
- The district shall concentrate its efforts on basic education and excellence in instruction to help every student perform above average in all academic and professional technical areas.

Students should be involved in a variety of activities that build life skills and encourage creativity.

Instruction Environment

The purpose of the Willamina School District is to provide a safe environment where students learn effectively. In order to create this environment, we believe:

- That all students can learn given sufficient time and support.
- The student's rate of learning may vary from task to task and student to student, thus we are committed to supporting learning through open opportunities as well as keeping support available for all students.
- That school can be inviting by influencing the variables within the school setting, which determine success for students.
- Emphasizing a positive attitude towards learning and building self-confidence-providing experiences for individual success will have a direct influence on student success.
- The skills in our core curriculum are the essential tools for workplace success.
- That we should identify and nurture our students' skills and talents.
- That our students should be taught in ways appropriate to their learning style as well as their developmental level.
- The role of the teacher is to facilitate learning, and positive relationships between students and staff need to be encouraged.
- Our students will learn more when the experiences provided within our programs have meaning for our students.

- That learning happens best in an open system where what is learned, how it is learned, and how it will be assessed is clear and open at all times.

Release of Information

Willamina School District may disclose “directory” information such as student’s name, address, telephone number, date of birth, honors and awards, and dates of attendance for; educational purposes, military/college recruiting, newspaper, or other media. Parents objecting to the release of directory information on their student should fill out and submit the [Student Conduct, Information Use, and Account Agreement](#) form to the office.

Personally identifiable information shall not be released unless prior consent is given by the parent to Willamina School District who has specified the purpose(s) the information will be used and to whom it will be released. Personally identifiable information includes the name of the student’s parents or other family members, the address of the student’s family, the telephone number of the student’s family, and personable identifiers such as the student’s social security number, a list of personal characteristics or other such information that would make the student’s identity easily traceable.

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

Parental Involvement

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

- Encourage students to put a high priority on their education and commit themselves to making the most of the educational opportunities the district provides.
- Keep Informed on district activities and issues. The school website, The District Facebook page, Back to School “Bulldog Bash” and parent/teacher conferences provide opportunities for learning more about the district.
- Become a volunteer. For further information contact the principal.
- Participate in district parent organizations.

2.0 ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences, such as; student government, student clubs, organizations, athletics, dances, and other activities the district has to offer.

Conduct at Extracurricular Activities

Appropriate conduct at all extracurricular activities is required of everyone who is there. Student clubs and performing groups such as the band, choir, cheer, 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 [Code of Conduct](#), the consequences specified by the district shall apply in addition to any consequences specified by the organization, see [Conduct](#). School rules apply

at any school function. Anyone who violates the school rules at an activity will be subject to the school disciplinary matrix as well as potential exclusion from attending further activities.

Extracurricular Academic Eligibility

Students are eligible if they have no more than 1 failing grade. Students are able to participate in all extracurricular activities including field trips, dances, athletic contests, and club contests/competitions.

Grades will be checked every three weeks for eligibility. A weekly report will be generated every Monday (Tuesday when there is no school on Monday) for students who have 1 or more failing or no pass grades. This report will be shared with staff so they can communicate with students to help them get their grades to passing. Every 3 weeks, an eligibility report will be generated on Tuesday (Wednesday when there is no school on Monday) Any student who has 2 or more failing or no pass grades, will be deemed ineligible for one week. The eligibility

for students in online classes will be determined based on their percentage of overall progress.

Students who are ineligible will not be able to participate in extracurricular activities including field trips, dances, athletic contests, and club contests/competitions. This ineligibility will be in effect from Wednesday to Wednesday. Students will regain eligibility after 1 week if they have no more than 1 failing or no pass grade. Exceptions may be made on a case-by-case basis by the school administration.

Eligibility checks will be on the following dates:

September: 15	February: 9
October: 13	March: 20
November: 3, 17	April: 20
December: 15	May 11
January: 20	

High School Dances / Social Events

Willamina High School students must be academically eligible for dances and extracurricular activities. Security personnel will be utilized, along with staff chaperones, as deemed necessary.

Conduct

All school rules and regulations apply. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest must obtain a dance pass prior to the event and will share responsibility for the conduct of the guest. Anyone leaving before the official end of the activity will not be readmitted.

School Clubs

All students enrolled in Willamina High School who have paid their student body fees and meet [Extracurricular Academic Eligibility](#) standards are eligible to participate in club activities. Certain clubs may have specific criteria that a student must meet to join. This criterion is listed in the individual club constitutions. Student clubs, organizations and performing groups 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. Students are encouraged to learn about the different clubs and what they each have to offer:

- HS Student Council - Teri Overfield
- Drama Club - Brenda Dickens
- Yearbook Club - Kathleen Coffey
- Native Club - Jerald Harris
- Culinary Club - Timothy King
- Math Club - Cheyenne Gordon

- MS Leadership - Mike Crowe
- Future Farmers of America (FFA) - David Neese
- Willamina Kustoms - TJ Wilson
- Science Math Investigative Learning Experience (SMILE) - Tiffani Sagmiller, Chris Shurts
- National Honor Society - Aariah Fasana
- National Junior Honor Society - Sheree Barrios

Fundraising for Activities

Student organizations, clubs or classes, athletic teams, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. An Activity Request must be turned in to the office (10) days before the event.

Funds

All funds raised or collected by or for school-approved student groups will be documented, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities programs. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in the administration of student activity funds.

Student Organized Clubs

Voluntary student-organized clubs not directly related to instructional programs may meet on school premises during non-instructional time pursuant to the provisions of the Equal Access Act.

3.0 ADMISSION

A student seeking enrollment in the district must register in the office. All students enrolled in the district must comply with all Oregon laws related to age, residence, health, attendance, and immunizations. Non-resident students may seek admission under provisions of inter-district agreements and Board policy. Students and their parents should contact the office for admissions requirements.

Per Board Policy [JECA](#):

The District will deny regular school admission to a student who has become a resident student and who is under expulsion from another school district for reasons other than a weapons policy violation.

The District shall deny for at least one calendar year from the date of the expulsion regular school admission to a student who has become a resident student and who is under expulsion from another school district for a weapons policy violation.

Alternative Education Services will not be provided to a student expelled for a weapons policy violation.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs and/or a medical exemption, the student is

not 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 they have met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. For more information go to www.healthoregon.org/vaccineexemption.

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence, or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the [Federal McKinney-Vento Homeless Assistance Act, 42 U.S.C.11431](#).

Academic Counseling

Students are encouraged to talk with the guidance counselor, teachers, and building administrators in order to learn about the curriculum, course offerings, and graduation requirements.

Class Change Policy

At the conclusion of the 3rd week of the current semester, a student-initiated schedule change will be approved or denied on a case by case basis after meeting with a member of our administration team. Students may be subject to:

- 1) making up coursework from the class they are transferring into in order to recover points missed prior to the schedule change
- 2) having the grade from the class they are leaving transferred to the new class, no matter what their percentage is
- 3) receiving a "W" on their transcript for the class they are transferring out of
- 4) only being able to earn 0.25 credit for the class they transferred into

Administration-initiated student schedule changes at any point in the semester may be subject to the same conditions.

Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Homeschooling shall not be used as an alternative education program placement.

Students transferring from alternative placement back to the traditional setting will need to meet with the school administration.

In-District Alternative School

Willamina Lead and Soar Program have been established and approved by the district to meet the individual needs of students whose needs are not met by the traditional school. In LEAD/SOAR, students work individually to complete their coursework. Traditional high school credit is earned in the LEAD/SOAR program.

Non-District Alternative Education Programs

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

Notification of Alternative Education

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period.
2. When attendance is so erratic the student is not benefitting from the educational program. "Erratic attendance" means the student is frequently absent to the degree that the student is not benefitting from the education program as determined by the district;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

The notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation for the student is based on the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity that substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal. The district will determine if credit will be granted for any alternative activity.

Graduation of Students

Students in grades 9-12 will be promoted or retained in accordance with state law and district graduation requirements. See [District Policy Code: IKE](#)

Graduation Exercises

Students who have successfully completed the requirements for a high school diploma, qualify to receive or receives a modified diploma, an extended diploma, or a certificate of attendance, including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of the program requirement, shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma, or a certificate of attendance; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American items of cultural significance or other items of cultural significance.

The valedictorian(s), salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. See District [Board Policy IKF](#).

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and a certificate of attendance, which meet or exceed state requirements. [Board Policy IKF](#) – Graduation Requirements for more information.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

Fees, Fines, and Charges

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g. pencils, paper, erasers, and notebooks) and, may be required to pay certain other fees or deposits. (e.g. materials for class projects the student will keep in excess of minimum course requirements and at the option of the student). Current fees can be found online at www.willamina.k12.or.us/documents.

No student will be denied an education because of an inability to pay supplementary fees.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

Expected Fees

Students may be required to pay certain other fees or deposits, including Club dues, and security deposits. Personal physical education and athletic equipment and apparel. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc. student accident insurance and insurance on school-owned instruments. Instrument rental and uniform maintenance. Student identification cards. Fees for damaged library books and school-owned equipment. Lock or locker deposits. Fees for use of towels provided by the district for PE classes or athletics. Field trips are considered optional to the district's regular school program. Admission fees for certain extracurricular activities. Participation fees or "pay to play" for involvement in activities.

Fee Waiver

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice. All such restrictions and/or penalties shall end upon payment of the amount owed.

Course Credit Options

Credit by Proficiency

In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standards required by OAR 581-022-2030;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

Online Education

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program [Policy IGBHE](#).

Credit from Community Colleges

Students may earn credit for courses taken through community colleges. These courses may be offered on the college campus, at an off-campus site, or via Internet/Satellite communications. Elective courses may be taken either for credit or enrichment. Students must have permission from the principal before enrolling. Students may be concurrently enrolled with the permission of the principal.

Summer School

A limited opportunity to make up credit in failed courses may be available through Summer School. The Summer School program is subject to the availability of funds and may not be offered every year. A tuition fee may be charged.

Special Programs

The school provides services for bilingual students (English language learners). A student or parent with questions about these programs should contact the building administrator.

Talented and Gifted Program and/or Services

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12.

This process of identification shall include at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports, and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in the assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
4. Incorporate assessments, tools, and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools, and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

Appeals

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy [KL](#) - Public Complaints and begin at [Step 2] with the superintendent or designee. See the accompanying administrative regulation, [IGBBA-AR](#) - Appeal Procedure for Talented and Gifted Student Identification and Placement**.

Programs and Appeals

The district's TAG program and service options will be developed and based on the individual needs of the student.

4.0 ATHLETICS

Willamina High School has many interscholastic sports to accommodate the students in year-round athletics. Fall sports: football, volleyball, boys and girls soccer, and Cross Country. Winter sports: basketball and wrestling. Spring sports: baseball, softball, and track.

Athletic Registration

All athletes must meet [Extracurricular Academic Eligibility](#) standards. No athlete may practice or compete in any contest until the coach has filed with the District Athletics Director the following documents: Athletic Participation Form, a current physical, Athletic fee/waiver, and the student and parent must sign the District code of conduct/training rules agreement. Documents can be found at www.willamina.k12.or.us/schools/activities under Athletic Forms.

Physical Examinations

- Students shall not participate without a record of passing a physical examination on file with the district.
- Students in grades 6 through 12 must have a physical examination performed by a physician at least once every two- (2) years, before practice and competition in athletics.
- The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.
- Records of the physical examination must be submitted to the district and will be kept on file and reviewed by the coach before the start of any sports season.

Participation Fees

The District Athletic Director will establish and administer a sponsorship program for anyone who cannot afford the participation fee.

- Each athlete must pay the participation fee for each season by the first contest. If the fee is not paid, or arrangements are not made with the office for payment, the athlete will not be eligible to participate.
- Students will not be allowed to participate if they owe any fees from the previous season unless arrangements have been made in the office. For a current list of fees see the school office or go to www.willamina.k12.or.us/documents and select WMHS Fees.

Conduct of Athletes

- Any person associated with a sport or other school activity that displays conduct that brings discredit to the team, school, and community shall be suspended from participation for a period of time needed for correction.
- Any school, whose students, supporters, rooters, or partisans take part in any unsportsmanlike conduct shall be subject to a fine and/or suspension.
- Any student who is a member of a team or activity who quits without first notifying their coach or advisor shall be suspended from all participation for the duration of that season unless permission is given by the coach or advisor involved and the administration.

Athletic - District Code of Conduct

Attendance

Students must be in attendance for the entire day to participate in extracurricular activities (practices, games, and social events) unless it is an excused absence. It is recommended that parents pre-arrange absences in advance. Students with an unexcused absence will not be permitted to participate in extracurricular activities on that day. Exceptions may be made on a case-by-case basis by school administration at the time the absence occurs.

Changing Sports during a Sports Season

Each participant has a two-week try-out period in which they may change sports immediately after returning their equipment to the coach. If an athlete wants to change sports after this two-week period the coach of the sport must first get permission from the coach of the sport being dropped, the Athletic Director, and the coach of the sport they are going to begin. If all three individuals agree and the student checks in their gear, then they may change sports. It is recommended to have five (except for football, nine days are required.) practice days in the new sport before a competition.

Equipment

Any student who fails to return school equipment will be assessed for the replacement value of the equipment and must take care of financial obligations before participating in other activities.

Ejection Policy

Any student-athlete or coach who is ejected from any OSAA sponsored activity will be responsible for payment of any fine imposed by the OSAA. This individual will be suspended for one (1) contest that they would normally participate in.

Injury

Athletes sustaining injuries in practices or games that require treatment after the athlete leaves school need to inform their coach upon their return. The coach must file an "Accident Form" with the office. The injured participant must have a "Return to Play" form signed by a physician before returning to practice or competition. It is the responsibility of the head coach to obtain this release and submit the release to the Athletic Director. Remind athletes to always keep the coach informed when getting medical attention for any injury. Checklist for injured athletes:

- Give immediately the necessary medical attention.
- Contact the parent/guardian. Do not allow an injured athlete to go home without contacting their parents or a responsible adult relative.
- For any injury requiring medical attention contact the Athletic Director as soon as possible.
- Always make a follow-up call to the parents within 24 hours to check on the athlete.
- Fill out the proper accident form.

Practice Requirements

All students must meet OSAA guidelines before participating in competitions and are recommended to have a minimum of five days (nine for football) of practice before competing. The period of practice time before competing shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete and the type of competition.

Practice Schedules

- Sunday practices are permitted with approval from the athletic director. There shall be no weekend or holiday practice for middle school athletics. Exceptions need the approval of the athletic director.
- A specific practice schedule will be established at the beginning of each sports season to enable parents to pick up their students.
- Instructional class time shall not be used for athletic team practice or field preparation.
- An athlete who misses practice or a game will be subject to team consequences.

Transportation of Athletes

The Athletic Director in conjunction with the head coach will make arrangements for all squad travel. School buses, vans or district vehicles will be used for team travel.

A: All students riding in the school bus must wear the safety belts provided. The driver of the school bus has the responsibility for ensuring that all students use their seatbelts. Parents, teachers, or coaches transporting students in private vehicles have the responsibility of furnishing seatbelts for all student passengers and ensuring that everyone wears them.

B: All athletes will travel to and from the contest on the team vehicle; it is the coach's responsibility to not allow anyone to compete who does not comply with this policy. Under no circumstances will a student be allowed to drive participants. Exceptions listed as follows:

- With prior arrangements of the Athletic Director and Head Coach, an athlete may ride with parents to the contest.
- Only upon personal parental request to the Head Coach or Athletic Director at the conclusion of the contest, may an athlete be allowed to ride home with their parent or guardian.
- A student may ride with the parent of another student only if they furnish a note to the administration in advance of the event and it is approved.

Athletic Substance Abuse and Tobacco Policy

The Athletic Substance/Tobacco Policy is in effect for athletes seven days a week. This policy is the minimum standard to which athletes are expected to comply. Nothing herein shall prohibit coaches from exceeding these rules by establishing stricter training rules for the athlete in their sport. Those new rules must be consistent with other District policies and procedures and must be consistently enforced by all Willamina School District coaches. If all the District coaches are in agreement to exercise this option, then a copy of the new rules and consequences must be filed with the Athletic Director. The Athletic Director and Administration will review the content of that agreement to ensure fairness and legality. The athletes from each sport will be furnished with a written copy of the rules and consequences.

Policy Violations

- Possesses any alcoholic beverage or illegal controlled substance. (physically or ingestion)
- Is under the influence of any alcoholic beverage or controlled substance.
- Exchanges, sells, distributes any alcoholic beverage or controlled substance.
- Possesses drug paraphernalia.
- Uses steroids.

- Possesses tobacco/nicotine products or devices.

Consequences of a Substance Abuse/Tobacco Violation

A: First Infraction

Immediate discipline as outlined in section [Alcohol, Drugs & Tobacco](#). When the student returns to school, the student may resume practice in all activities but not participate in contests or performances of any activities for ten (10) calendar days from the discipline date and a minimum of the next event or performance. In order to perform and/or compete in activities the student and family must agree to fully cooperate in a tobacco diversion or drug/alcohol assessment and participate in any prescribed treatment. The student must follow the prescribed treatment from the assessment or complete the diversion in order to compete in future athletic activities. Failure to do so will result in activity suspension and loss of letter until such time as prescribed treatment is completed.

B: Second Infraction

Suspended for the remainder of that sports activity season. The student must follow the prescribed treatment from the assessment or complete the diversion in order to compete in future athletic activities. Failure to do so will result in activity suspension and loss of letter until such time as prescribed treatment is completed.

C: Third infraction

Suspended from participation in all athletic/activity contests or performances for the duration of their high school career.

- A student may appeal the actions of the third offense if, after a one year period there are no infractions of the substance/tobacco policy. The appeal will be made to the core team. The student, if the appeal is granted, will be moved back to second offense status. Any further offenses will automatically cause the student to be removed from activities, permanently.

Appeal Process

Any discipline for violation of the above rules may be appealed. The athlete or guardian may present the appeal to the coach, athletic director, and administration.

5.0 ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to have the child attend and maintain the child in regular attendance during the entire school term.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

A student shall not be released from school at times other than regular dismissal hours without written or direct verbal parental permission or with the principal's permission. The office will

determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their legal guardian or as otherwise provided by law.

Attendance Responsibilities

Student:

- Be in class with the required materials and be on time to class.
- Return after an absence with a signed note or call to the attendance office from parent/guardian.
- Pre-arrange absences whenever possible.
- Present each teacher with a re-admittance slip upon return to class (this is the student's responsibility).

Parent/Guardian:

- Ensure that your student is in school and on time.
- Provide your student with a signed note after each absence, or contact the attendance office to provide the reason for the absence.
- Contact the attendance office when there is a reason to suspect attendance is, or might be a problem.
- Provide a written note or call the attendance office to pre-arrange known or planned absences.
- Inform the attendance office of changes in address, telephone number, emergency contact, etc.

Teacher:

- Record and maintain accurate student attendance records.
- Establish clear expectations for timelines to class and apply appropriate consequences as needed.
- Communicate with parents when attendance becomes a concern.
- Make appropriate inquiries/referrals to the office when attendance becomes a concern.

Attendance Secretary:

- Collect and monitor every student's attendance by period.
- Make sure that the attendance data in the computer system is correct and accurate.
- Issues attendance slips to students when needed. (Tardies and Absences)
- Verify parent/guardian communication.
- Monitor/update demographic data when the guardian provides such information in writing.
- Communicating with students, parents, and teachers to reconcile daily attendance data.
- Make reasonable attempts to notify parents/guardians if attendance becomes a concern.
- Organize and run regular attendance meetings with the attendance team to go over the whole school and individual attendance data.
- Send attendance letters/notifications to families as appropriate (informational and attendance violations)
- Communicate/work with students, parents, and staff to improve student attendance and academic performance.

Administration:

- Monitor and enforce all aspects of the attendance policy of Willamina School District.
- Administer consequences as specified in the discipline matrix.
- Communicate/work with students, parents, and staff to improve student attendance and academic performance.
- Meet with students who have attendance irregularities. Create plans, meetings, and contracts, and involve parents when students' attendance irregularities become chronic.

Absences and Excuses

In order for an absence to be excused, within two days after an absence, a parent must communicate the reason for the absence by phone, email or Parent Square that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces² who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons are deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day must bring a note from their parent, must have a parent visit the office to pick up the student or must have a parent send a communication to the school via phone, email or through Parent Square. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office staff or designated staff will decide whether the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or

² U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

Excused out-of-school absences

Excused with a note or parent phone call within 2 days after the absence. Refer to the list above for a list of state approved excused absences:

Pre-arranged absences

Students can pre-arrange an absence with an email/note from their guardian or phone call to the attendance office.

Unexcused absences

An absence will be considered unexcused if the absence does not fall under the state-approved excused absences.

Make-up Work for Absences

Students are responsible to ask for and make all arrangements for make-up work. All make-up work for excused absences, received by the teacher within the allowed time, will be given full credit.

Excused

Students will have one day for each day of an excused absence to make up class work.

Pre-arranged

All homework is due upon return to class unless prior arrangements have been made with the instructor.

Unexcused

A student may receive only partial credit for all assignments missed when they are unexcused. This is dependent on the teacher's grading policy, which will be shared with students each semester. The only exception will be for large projects, unit exams, midterms, or finals (OAR: 581-021-006).

In-School Suspension

All homework is due upon return to class unless prior arrangements have been made with the instructor. A student will be able to make up any project, presentation, unit exam, midterm, or final if it was missed due to an in-school suspension.

Out-of-School Suspension

All homework is due upon return to class unless prior arrangements have been made with the instructor. A student will be able to make up any project, presentation, unit exam, midterm, or final if it was missed due to an out-of-school suspension.

Participation in Activities & Attendance

Students must be in attendance for the entire day to participate in extracurricular activities (practices, games, and social events) unless arrangements are made in advance for an excused absence. Students with an unexcused absence will not be permitted to participate in extracurricular activities

on that day. Exceptions may be made on a case-by-case basis by school administration at the time the absence occurs.

Tardiness

Students are expected to be in class on time with appropriate materials when the bell rings. Students are considered tardy to class if they are not in the classroom when the bell rings. Students must check in at the attendance office to get a tardy note if they are tardy to class. Tardiness to class will be unexcused unless a student brings a note to the attendance office from their previous teacher or other staff. A note must accompany the student from the parent if the student is tardy from home. See [Tardiness](#)

Truancy

A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, or ineligibility to participate in athletics or other activities.

Work/School Attendance Exemption

The school may grant an exemption from compulsory attendance according to ORS 339.030 to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is: employed full-time, employed part-time and enrolled in school part-time, enrolled in a community college or other state-registered alternative education program.

Requests

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.

Qualifications

Requests will be considered only following a conference with the student and the 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.

Notifications

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Renewal

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis, and will be reviewed by the school no later than the second week of each semester. Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

6.0 AWARDS AND HONORS

Awards

Willamina Middle/High School recognizes and honors student achievement and accomplishments attained during the year. Students are selected for awards based on established criteria in each subject/category. These criteria are reviewed each year, by staff and administrators, prior to the selection of students.

Honor Roll

Students who have a grade point average (GPA) of 3.5 or higher are listed on the Honor Roll for each grading period. Students with a GPA of 3.0 to 3.49 receive Honorable Mention. This list is sent to the local newspaper(s) of publication and is posted in the high school building.

National Junior Honor Society

NJHS members are 7th and 8th-grade students who maintain high scholastic standards and participate in school and community activities. The Middle School staff selects new members. NJHS members do service projects to raise money for their chosen causes.

National Honor Society

Willamina High School has a local chapter of the National Honor Society whose purpose is to promote scholastic excellence. To be eligible for membership, the candidate must possess a 3.5 GPA and must demonstrate outstanding qualities of leadership, service, and character.

Valedictorian / Salutatorian

A valedictorian and salutatorian are selected for each graduating class. The valedictorian will be the student with the highest GPA computed at the end of the seventh semester. The salutatorian will be the student with the second-highest GPA computed at the end of the seventh semester. In case of a tie, co-awards will be recognized.

7.0 CAMPUS POLICIES

Visitors

Parents and other visitors may visit district schools after scheduling such visits with the administration. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility. The Administration will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

Closed Campus for the Middle School

Willamina Middle School, 6th, 7th and 8th grades, maintains a closed campus for the protection of its students. Students may enter the building at 8:15 a.m. and will remain on school grounds until dismissal at 3:30 p. m. (These times may change due to the re-configuration of buildings). Middle

school students cannot leave campus at lunch, and are required to stay in the designated middle school areas during lunch time (gyms, football field/track when weather permits, designated classrooms, and cafeteria). All middle school students are expected to be in the cafeteria during their designated eating time. If you must leave school for any reason you must have parent and administrative permission and sign out at the attendance office.

Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the district. The district may require that before parking privileges are granted the student shows that they hold a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

Parking on district property is a privilege and not a right. Please understand that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by school administration or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be walked to their designated area starting at the top of the hill by the bus parking. Students should not be riding their bikes on school grounds. Once the bicycle is parked at its designated spot, it should be locked up. Students under the age of 16 must wear a helmet as required by law.

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

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters or similar devices may be confiscated by school authorities and placed in the administrator's office for parents to retrieve. Use of skateboards, rollerblades, scooters or similar devices on district property during nonschool hours is at the user's risk. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skateboards, or to injuries caused in the use of them.

Distribution of Material

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

Material Types

All other material including: written materials, handouts, signs, banners, posters, photographs, pictures, petitions, films, tapes or other visual or auditory materials must be submitted to school administration for review and approval before being sold, circulated or distributed on district property by a student, staff or visitor. Any student or staff who distributes material without prior approval shall be subject to disciplinary action.

Review & Approval

All material shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory, age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, biased or prejudiced, not factual, free of racial, ethnic, religious or sexual bias, includes advertising that violates public school laws, rules and/or Board policy, deemed inappropriate for students, reasonably perceived to bear the sanction or approval of the district.

Disapproval

If the material is not approved within 24 hours of the time that it was submitted it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent. Material not approved by the Superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

Lockers

Lockers and other district storage areas provided for students' use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to routinely inspect all lockers without prior notice to ensure no item which is prohibited on district premises is present. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present. Students will be notified that searches of the district have occurred and will be notified of any items seized as appropriate.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office or placed in the designated areas. Articles of high value should be turned into the school office immediately. Unclaimed articles will be donated at the end of the school year. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of or damage to, personal property.

Searches

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. District officials may search the student and their personal property, including vehicles, when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, a threat to the safety of others, violation of the Student Code of Conduct or district policy. Any items belonging to the district, unlawful or are in violation of district policy may be seized. Students will be notified that searches of the district have occurred and will be notified of any items seized as appropriate.

Questioning by Law Enforcement

Should law enforcement officials find it necessary to question students during the school day or during extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Be advised that in suspected child abuse cases, the Children's Services Division and or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

High School Lunch

High school students can leave campus at lunch (12:10-12:42). Students who stay on campus at lunch are restricted to specific areas, including: high school gym, cafeteria, courtyard, parking lot, senior hall, designated classrooms, football field/track (when weather permits), and picnic tables by the CTE shop.

8.0 COMPLAINTS

Students or parents with complaints not covered by this student handbook should contact the principal.

Teacher Complaint

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, a conference with the principal can be requested. The principal shall informally investigate the complaint and shall follow procedures and timelines as provided in the collective bargaining agreement. If the outcome of the conference and any resulting actions taken with/by the principal is not satisfactory, a conference with the superintendent or designee can be requested.

If the outcome of the principal conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent within ten- (10) calendar days following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, they will be provided upon request a copy of all applicable district procedures.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with [Board policy IIA](#) – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials Form is available in [IIA-AR](#) and may be requested from the school office.

Accessibility Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the special education director.

Discrimination or Harassment Complaints

For explanations of harassment see [Hazing / Harassment / Sexual harassment / Intimidation](#). A complaint regarding discrimination or harassment due to race, color, origin, religion, or sex can be reported through the online form at www.willamina.k12.or.us/district/harassment-policy or contact the district's civil rights coordinator Brent Murrell. Changes to the following procedure may be made if an administrator is named in the complaint. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of discrimination or harassment.

Investigation

When a formal complaint is filed, administration will investigate the complaint and respond to the complainant by scheduling a conference within 5 days. A written response will be given to the complainant within 10 school days following the conference.

Superintendent Appeal

If the complainant is not satisfied with the decision of the administration, they may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within 10 school days.

Board Appeal

If the complainant is not satisfied with the decision of the superintendent they may submit a written appeal to the Board. This appeal should be filed within 5 school days of receipt of the superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within 10 school days.

Civil Rights Appeal

If the complaint is not satisfactorily settled, an appeal may be made within 180 days of the incident to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, 915 Second Ave., Room 3310, Seattle, WA 98174-1099 or by visiting their complaint system at <https://ocrcas.ed.gov/>.

9.0 CONDUCT

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

Authority of School District Employees

Whenever a Willamina School District student is on the grounds of any school or other facility owned or controlled by the District, or whenever the student is engaged in any school-sponsored activity, all school district employees (administrators, teachers, secretaries, custodians, bus drivers, etc.) have authority over the student, regardless of the age or school assignment of the student. Failure to follow the directions of that school employee may be considered insubordination and may result in appropriate disciplinary action.

Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation. The district has the responsibility to establish rules of conduct ORS 339.240.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials in accordance with ORS 339.250 for the following (but not limited to) reasons:

Weapons: Bringing, possessing, concealing, or using a weapon to or on school property or at any 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.

A: A 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.

Substances: Any possession or use of tobacco, alcohol or unlawful drugs, or nicotine products.

Destruction: Willful damage or destruction of district property or private property on district premises or during district activities.

Assault: Assault menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or student in fear of imminent serious physical injury.

Threat: Use of threats, intimidation, harassment, or coercion against any fellow or district employee.

Theft: Taking, giving, or receiving property not belonging to you.

Bus Misconduct: Violations of district transportation rules.

Plagiarism: Taking someone else's work or ideas and passing them off as your own. This also includes the use of AI.

Unexcused Absence: Leaving school grounds or school-sponsored events without permission.

Inappropriate Language: Using profanity, vulgar language, or obscene gestures. Name-calling, ethnic or racial slurs, or derogatory statements that may disrupt the school environment or incite violence.

Disrespecting Staff: Being disrespectful or directing profanity, vulgar language, or obscene gestures toward district employees.

Defiance: Open defiance of a teacher's authority.

Coercion: Committing extortion, coercion, or blackmail, which is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

Hazing or Harassment: Inappropriate physical or sexual contact including hazing that is disruptive to other students or the school environment. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.

Non-Compliance: Persistent failure to comply with rules under the lawful directions of staff or district officials.

Inappropriate Use of Technology: Using the school district's property or personal property including cell phones, MP3 players, etc in a manner that disrupts the students or is in violation of the district's technology policies.

Attendance Issues: Tardiness, irregular attendance, or truancy.

Student Rights and 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.

- Civil rights- including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
- The student has the right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure their rights.
- The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others.
- The right to privacy, which includes privacy in respect to the student's education records.
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

Dress Code

The purpose of this policy is to assure that our student's personal appearance and behavior contributes to a healthy, safe, and positive educational environment for both the students, staff and community of the Willamina School District. Dress and grooming practices that disrupt the educational environment are prohibited. While the student and or parent may generally determine

the student's personal dress and grooming standards, the following guidelines are expected to be followed when attending Willamina School District school or at school sponsored activities. Students whose dress is determined to be improper for school may be asked to make the necessary changes or be given something appropriate to wear. Students who repeatedly violate the dress code may face additional disciplinary action.

Clean:

Dress and grooming shall be clean and consistent with health, sanitary, and safety practices.

Non-Disruptive:

Any clothing item or accessory that is deemed by school officials to advocate, represent, promote, or advance gang activity, violence, weapons, sexual behavior, obscene language, alcohol, drug usage, or distribution is prohibited. Hats or hoods may be worn at the discretion of the classroom teacher. Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Students will remove hats and hoods during the Pledge of Allegiance and the National Anthem as a gesture of courtesy. Gang related or other inappropriate tattoos or markings will be covered at all times.

Covered:

Shirts and dresses must have fabric on the front and on the sides (under the arms). Clothing must cover undergarments (waistbands and straps excluded). Students are required to wear footwear at all times. Tops and bottoms that fall within this criteria are required at all times.

Safety:

In some classes, such as shop, science, and physical education, particular types (not brands) of footwear may be required for safety reasons. Footwear that is a safety hazard or has the potential to damage property will not be allowed, i.e., cleats, and shoes with spikes on the soles in the school hallways or classrooms. When a student is participating in special activities, dress, and grooming shall not disrupt the performance or constitute a health or safety hazard to the individual or other students. Provisions for dress and grooming in special activities should be appropriate to the needs of the activity and not arise from some undefined sense of individual taste.

Special Activities:

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

District Discretion:

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Dress and grooming should never interfere with anyone's right to learn and teach in a safe and professional environment. As such, further specifications to the dress code may arise. If such changes occur, additional information will be distributed to the students as needed.

Classroom Conduct

Classroom Rules:

The teacher may establish classroom rules for their particular class or environment regarding the use of electronics and expected behavior. Students are responsible for being aware of the rules for each classroom they attend.

Eating:

Because of the mess and disruption caused by eating in the classroom, students are not permitted to bring food into their classrooms or to eat in the classrooms. Case by case exceptions can be made for students involved in teacher-approved events in the classroom.

Homework:

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. It is the student's responsibility to complete and return homework on time.

Whatever the task, the experience is intended to be complementary to the classroom process.

10.0 DISCIPLINE

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. An opportunity for the student to present their view of the alleged misconduct will be given. Each disciplinary action will include a specification of the reasons for the action, and actions expected of the student. A plan of action could be designed to avoid a need for future discipline.

Discipline Options

The district's disciplinary options include using one or more discipline management techniques including counseling by staff, detention, in-school suspension, out-of-school suspension, expulsion, loss of driving privileges on campus, loss of privileges, loss of placement in general education classes, and loss of placement in the alternative education program. Disciplinary measures are applied depending on the nature of the offense. The district may provide information regarding recovery schools to students being disciplined for substance abuse violations. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. See [Discipline by Topic](#) for further information. Also, see copy of student referral [here](#) and intervention guidelines [here](#).

Warning: A meeting between the student and school personnel regarding the behavior.

Counseling:

A: Conference: A meeting between the student and a school administrator related to the behavior.

B: Parent Involvement: A conference between parent, student, and school personnel regarding the behavior, contracts, warnings, or consequences for further actions may be discussed.

Loss of Privileges: The loss of privileges related to the behavior: i.e., bus riding, parking privileges, use of personal devices, driving privileges, ability to compete in athletics/athletic events, ability to attend a school dance, etc.

Detention: A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. Students may be scheduled for detention during lunch. Students scheduled for detention shall be allowed to eat lunch in the detention area.

In-School Suspension: In-school suspension is employed as an alternative to suspension from school. Students are segregated from their classmates and spend the day doing their classwork/homework assignments.

Out-of-School Suspension: A student may be suspended from school for 10 school days for willful violations of the Student Code of Conduct and for refusal to comply with lesser discipline measures. A short suspension is from 1-5 days, a long suspension is up to 10 days. The District may require a student to attend school during non-school hours as an alternative to suspension.

Suspension: An opportunity for the student to present their 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 re-admission, and an opportunity to appeal the decision.

A: Every reasonable and prompt effort will be made to notify the parents of a suspended student.

B: While under suspension, a student may not attend after school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the district until the date the student returns to the classroom and the suspension is ended.

C: Students are responsible for making up any Unit Test, Mid-term Test, or Final while on suspension. This is the student's responsibility to request this from their teachers. (OAR: 581-021-0065)

Removal to an alternative education program.

Expulsion: A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student (if 18 years of age) waives the right to a hearing, either in writing or by failure to appear at the scheduled hearing. OAR 581-021-0070. An expulsion shall not extend beyond one calendar year.

A: The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

B: A student may be eligible to enter into an Agreement to Suspend Implementation of Expulsion.

Referral to law enforcement officials: When a student is involved in drug, alcohol, and/or tobacco related offenses, violations involving weapons, fighting or assaulting behavior, theft, harassment, destruction of property, extortion/coercion, gang behavior, trespassing, or any other criminal act, they may also be referred to law enforcement officials. (OAR: 581-021-0050)

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct that would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive calendar days for violations of the Student Code of Conduct.

Notification: When a disabled student is suspended for more than 10 consecutive calendar days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior. Parents will also be notified of the time and locations of the student's multidisciplinary team meeting addressing the infraction and its relationship to the disability.

Assessment: During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner, as would other students.

Disability Determined: If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendation shall be forthcoming no later than 10 days following the student's misconduct. The district may not expel disabled students or terminate educational services for any behavior, which is a consequence of the disability.

Suspension: If the district determines that the student's behavior, which is related to their disability poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to 10 consecutive calendar days or 10 cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances, the district may obtain a court order to change the student's placement.

Discipline by Topic

Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. All topics will have a description.

Alcohol, Drugs & Tobacco: The possession, selling, and/or use of illegal and harmful drugs, alcohol, tobacco products, nicotine products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location, and while being transported on district-provided transportation.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony as provided by ORS 475.904.

See also [Athletic Substance Abuse and Tobacco Policy](#)

Tobacco Products and Inhalant Delivery Systems Possession/Use/Distribution

- First Offense: Five Day Suspension/Drug and Alcohol Assessment* > Expulsion
*Optional: Drug and Alcohol Counseling reduces it to three day suspension
- Subsequent: Ten Day Suspension Pending Expulsion or Alternative Placement > Referral to Law Enforcement. Option for *Agreement to Suspend Implementation of Expulsion*.

Alcohol and Drug Possession/Use/Distribution

- First Offense: Ten Day Suspension Pending Expulsion. Option for *Agreement to Suspend Implementation of Expulsion*.

***Drug and alcohol assessment must be scheduled by family/student within a week after return or two more day suspension will occur.**

Substance Abuse Education

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

- An aggressive intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all students.
- The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of illegal drug, alcohol, and tobacco use.
- The district's drug, alcohol, and tobacco prevention program will be reviewed and updated annually.
- Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

Arson: Use of fire to destroy or attempt to destroy property; possession of incendiary devices.

Assault: Intentional, unauthorized physical contact with another person, which causes physical injury or would reasonably be expected to cause injury.

Automobile Misuse/Parking lot Misuse: Includes, but is not limited to, running stop signs, driving recklessly, speeding, improper licensing or illegal parking, going to or being in vehicles during class and passing time.

Bus Misconduct: Interfering or disrupting the safe and orderly operation of school buses including infractions at bus stops.

Cell Phone Misuse:

- **Middle School & High School:** Cell phones will not be permitted during the school day. If a student must have a cell phone at school, the phone must remain off and out of sight for the entire day. Students are welcome to make phone calls with approval in the main office. Violation of this policy will result in disciplinary action.

DISCIPLINARY ACTION FOR CELL PHONE MISUSE:

- **1st Offense** - Turn the phone into the office. Students can get their phone back after school.
- **2nd Offense** - Turn phone into the office. Students can get their phone back after school with a disciplinary referral and call home.
- **3rd Offense** - Turn phone into office. Disciplinary referral. Parents can pick up the phone after school.
- **Additional Offenses** - Turn phone into office. Disciplinary referral. Parents have to pick up the phone after school and have a meeting with an administrator to develop a plan.

Cheating or Plagiarism: The improper use of another individual's work or efforts. Using inappropriate methods to complete tests or assignments (e.g., information written on hands, notebooks, etc).

Defiance of Authority: Refusal to follow reasonable requests of school personnel.

Destruction of Property or Vandalism: Intentionally damaging or attempting to damage, deface, or destroy property belonging to the school, school officials, or others.

Restitution: According to ORS 339.270 The school may determine the amount of damage and demand payment from student and parent. If assessed damages are not paid the school may bring action against the student and parent in a court of competent jurisdiction for the amount of the assessed damages not to exceed \$5,000 plus costs.

Disruptive Appearance: Clothing, jewelry, or other forms of appearance which are likely to interfere with the educational environment or process as is detailed in the [Dress Code](#).

Disruptive/Inappropriate Behavior: Behavior that disrupts the safe and orderly operation of the classroom and/or school (e.g., horseplay, classroom disruption/disruption of the learning environment, throwing things in class, taking other students' belongings, etc.). May include inappropriate displays of affection, inappropriate dress, reckless endangerment and other actions that disrupt the educational environment.

Electronics Misuse:

- A: Electronic devices used without teacher/staff approval, or electronic devices used inappropriately. Electronic item examples are but not limited to: Cell Phones, Chromebooks, Laptops, Computers, Headphones, Earbuds, Speakers.
- B: Violations of the [Acceptable Use](#) policy.

Extortion / Coercion: Demanding money or something of value (e.g., lunches) from another person in return for protection from violence or the threat of violence.

Fighting or Horseplay: Having a physical altercation with another person.

Forgery or Lying: Writing or giving false or misleading information to school officials.

Gambling: Participating in games of chance for the purpose of exchanging money or other items of value.

Gang Behavior or Activity:

A: Gang-related activities at school or school functions, including possession or display of gang-related clothing, symbols, signs, signals or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti; harassment of others; or recruitment for gang membership. A gang is defined as one or more individuals involved in criminal activity.

B: Gang Behavioral Policy

The Willamina School District recognizes gang activity in any form threatens the safety and well being of individuals and is disruptive and harmful to the education process. The Willamina School District refuses to allow gang activity to be associated with any aspect of the educational environment and prohibits the following behavior:

- Gang initiation or hazing
- Gang graffiti or tagging in any form
- Gang hand signs or gestures
- Display of Gang Related Tattoos
- Gang solicitation or recruitment
- Threats or intimidation
- "Representing" of gang affiliation in any form (clothing and behavior)
- Any activity that leads school officials to reasonably believe such behavior is disruptive and/or detracts from the educational objectives and/or the health and safety of students, staff or community.

C: At the discretion of the Willamina School District Authorities, a violation of the [Dress Code](#) and/or [Code of Conduct](#) may result in the student being required to sign a "Gang Contract" promising not to engage in gang behavior. A violation of the contract may result in disciplinary action up to and including recommendation for expulsion.

Hazing/Harassment/Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating, Violence, Domestic Violence

- Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward another individual is strictly prohibited and will not be tolerated in the district.
“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment,. I.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.
- Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate and remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

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

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

See also [Gang Behavior or Activity](#) and [Harassment Complaints](#).

Students whose behavior is found to be in violation of these policies - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

Profanity / Vulgarity: Language, pictures, drawings, or gestures which are offensive or disruptive.

Tardiness: Arriving late to school or class unexcused. See also [Tardiness](#).

- A. The Attendance Officer assumes primary responsibility for dealing with students tardy to class.
 - 5th to 9th tardy: Conference > Detention
 - After 9th tardy: Parent Meeting > Attendance Plan > In-School Suspension
- B. Teachers may refer chronically tardy students to the Attendance Officer. Teachers may also assign detentions when chronic tardiness occurs in their class.

Theft: Taking, giving, receiving or possessing property not belonging to you.

Threat of Violence Toward Students and Staff: Students threats of harm to self or others, threatening behavior or acts of violence, including threats to damage school property.

Truancy / Unexcused Absence: Any absence which the school has not received a note/phone call from your parent or legal guardian, or excused by appropriate school officials.

Weapons or Firearms: The possession of a weapon or firearm or an object that is intended for use as a weapon. Firearms are defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel or 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.

Look-Alike Weapons: Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.

11.0 HEALTH AND SAFETY

For the safety of all students, adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

Emergency School Closing Information

In case of hazardous or emergency conditions, the Superintendent may alter district and transportation schedules as appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. These alterations will be publicized as widely as possible via available public and social media after 6:00 a.m. on the day of the closure or as soon as the closure has been determined. Our auto-dialer may also be utilized.

Emergency Preparation

In case of an emergency during school hours the school will utilize the following protocols according to the situation. In the event of an actual emergency, all attempts to notify the parents will be made. Students and staff participate in emergency drills at least once a month during the school year.

Lockdown - Dangerous Situation:

A notification of "Code Red, Lockdown" is given: all students must get out of sight, get inside a classroom, lights are turned off, silence is maintained, and the doors are to remain locked until the all clear has been given. If you are outside the building, join the nearest staff and proceed to the local Fire Department via the cross country trail/residents driveway.

- Unauthorized Visitor: When no visible visitor or employee badge is present, notify office staff. Administration will determine whether to initiate lockdown and/or call to 911.
- Weapon: When a weapon is visible or a weapon has discharged inside the building, immediately initiate lockdown over the intercom, call 911, and notify the District Office. The all clear signal will be "Lockdown has Ended" announced over the intercom by designated staff.

Secure - Cautious Situation:

A notification of "Code Blue, Secure the Perimeter" is given: all students must stay in the classrooms and continue on with business as usual and be ready to follow any additional instruction from the teacher. All exterior doors will be locked and staff will ensure the safety of the campus.

- Civil Disturbance: When there is danger on or near the campus notify the district office and further action will be determined.
- Unauthorized Visitor: When no visible visitor or employee badge is present, notify office staff. Administration will determine whether to initiate lockout and/or call to 911.

Evacuate - Building is Not Safe:

When the fire alarm is sounded, or "Code Green, Evacuation" is announced students must follow the direction of staff quickly, quietly and in an orderly manner to the announced location.

- Fire: If there is a presence of smoke or suspicion of fire pull the nearest fire alarm and evacuate.
- Bomb Threat: Delay the caller, note details, do not hang up. Notify the District Office, evacuate.

Hold - Remain in rooms, and clear the hallways:

A notification of "Code Purple" is announced students must remain in their area or room until all clear is announced. Staff will close door and account for all students and is business as usual.

Shelter - Environmental Hazard:

- Earthquake: Drop, cover and hold on. Once the danger has passed follow evacuation procedures.
- Hazmat: Seal the room and wait until the all clear has been given, and follow any further instruction.

Nutrition Services

Willamina School District's Nutrition Service offers a variety of well-balanced breakfast and lunch daily. Through the Healthy, Hunger-Free Kids Act of 2010 - [Community Eligibility Provision](#), Willamina

School District has qualified to provide free meals to all students enrolled at Willamina School District. Lunches include a fruit and vegetable variety bar and milk. All school meals meet the Dietary Guidelines for Americans. By choosing lunch at school students reinforce the nutrition education taught in the classroom.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR – Communicable Diseases – Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the school office so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

HIV, HBV and AIDS

Although HIV, Human Immunodeficiency Virus, AIDS, Acquired Immune Deficiency Syndrome, and HBV, Hepatitis B Virus, are serious illnesses, the risk of contracting these diseases in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids may be infectious for HIV, AIDS HBV and/or other infectious diseases.

Instruction

An age-appropriate plan of instruction about infections and diseases including AIDS, HIV, and HBV has been included as an integral part of the district's health curriculum. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Attendance

As a general rule, a student infected with HIV or HBV that is six years old or older and who does not present special risks to others in an educational setting (e.g. an ongoing history of biting others) is entitled to remain in a regular classroom setting and eligible of all rights, privileges and services as provided by law and Board policy.

HIV, HBV Reporting Obligation

The district recognizes that a student and their parent has no obligation to report an HIV or HBV condition diagnosis to the district. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. If the district is informed, law also prohibits the district from releasing information unless the infected person or parent gives permission for such release.

AIDS Reporting Obligation

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS are required to notify the Superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs. Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

Emergency Medical Treatment

Parents shall complete a medical form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as soon as possible when changes occur.

Notification Process

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Please update this information if changes occur.

Release

If the student is too ill to remain in school the student will be released to the student's parents or to another person as directed by parent or guardian.

First Aid

School staff may administer emergency or minor first aid if possible. The school nurse and/or Willamina School Based Health Clinic staff will be utilized when available. The school will contact emergency medical personnel if necessary and will attempt to notify the student's parents whenever the student has been transported for treatment.

Medicine at School

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis³, or a need to manage hypoglycemia, asthma, or diabetes.

³ Under proper notice given to the district by a student or student's parent or guardian.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:

Requests

All requests for the District to administer medication to a student shall be made by the parent, in writing. Requests shall include the written medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

Staff Administration

The District shall designate school staff authorized to administer medication to students. Training shall be provided as required by law. The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

Student Administration

If a parent wants a student to self-medicate, the principal must approve the request. All such decisions will be based on the appropriateness of the student to self-medicate and the safety of other students. The student's age, type of medication and amount of medication the student may possess and advice of the school nurse as necessary. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.

Insurance

Options

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 costs of treating injuries or assume liability for any other costs associated with an injury.

Athletic Requirement

Before participating in a school-sponsored trip outside district or in school-sponsored athletics, students & parents must have: Purchased the student accident insurance, Shown proof of insurance or Signed a form rejecting the insurance offer.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

School Based Health Center

Students enrolled in the Willamina School District are eligible for health care services at the School Based Health Center which is staffed by the Virginia Garcia Memorial Health Center with Nurse Practitioners who are qualified to assess, diagnose, provide treatment and prescribe medication. The parent or guardian of any student who is seen at the clinic must supply current consent and client registration forms. Exceptions are made for students who can sign their own consent (e.g. married students, Students over 18 years old, and parenting students). A student health history is also requested. An accurate medical history helps ensure the most appropriate care is given to the student. These forms are available during registration, in the school office, or at the clinic. All services and records are strictly confidential.

Services

Health assessments, physical examinations for sports or employment, blood pressure screenings, diagnosis and treatment of minor illness or injury, reproductive health information and diagnosis, healthy lifestyle promotion, alcohol and drug intervention, mental health information, and referrals.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Superintendent serves as the district's asbestos program manager and should be contacted for additional information.

12.0 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. Notice will also be provided to parents of minor students who also have a primary or home language other than English. Education records are those records related to a student and maintained by the district. Education records are maintained in a minimum one-hour fire-safe place in the office by the principal. A student's education records are confidential and protected from unauthorized inspection or use. All-access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without a parent or eligible student authorization or as otherwise provided by Board policy and law. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Contents of Permanent Education Records

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

Contents

Permanent education records include full legal name of student, Name and address of educational agency or institution, Student birth date, Name of parent/guardian, Date of entry into the school, Name(s) of school previously attended, Subjects taken, Marks received, Credits earned (transcripts), Attendance, Date of withdrawal from school and Ethnicity/Race.

Social Security Number

The provision of the student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Requests for Educational Records

A parent or student may request to view or receive a copy of student records in accordance with [Board policy JO/IGBAB](#) – Education Records/Records of Students with Disabilities.

Transfer of Education Records

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

Copies

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

Withholding

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 to Education Records

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

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

District Access

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

Parent Vue

Parents of a minor, or an eligible student may review their records online through the Parent Vue. Links can be found at www.willamina.k12.or.us/schools/homeaccess. If you need assistance in setting up an account please contact the middle/high school office.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of

the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

- Parent shall make request for hearing in which the objections are specified in writing to the principal
- The principal shall establish a date and location for the hearing agreeable to both parties
- The hearing panel shall consist of the following: the principal or designated representative, a member chosen by the parent, and a disinterested, qualified third party appointed by the superintendent.
- The hearing shall be private. Persons other than the student, parent or guardian, witnesses and counsel shall not be admitted.

Hearing Conduct

The principal or designated representative shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

Further Action

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

Reports and Parent Teacher Conferences

Grades

Written reports of student grades shall be issued to parents at least four (4) times a year. Letter grades will be used. Grades will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

Parent Teacher Conferences

Parent Teacher Conferences are scheduled periodically throughout the year to review student progress. Teachers or parents may request an additional conference(s): if the student is not maintaining passing grades or achieving the expected level of performance, if the student is not maintaining behavioral expectations, or in any other case the teacher or parent considers necessary.

Additional Meetings

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher return the call to the parent to arrange a mutually convenient time.

13.0 TECHNOLOGY POLICIES

Acceptable Use

The use of the Willamina School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Willamina School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Willamina School District. The district has the right to monitor and place restrictions on the material and services that are accessed or posted through our system and accounts set up on the student's behalf. Filtering software is used to block or filter access to visual depictions that are obscene and pornographic in accordance with the Children's Internet Protection Act (CIPA). This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Staff/Teacher Responsibilities

- Talk to students about values and standards that will be followed in the class on the use of all media information sources. Teachers should establish ground rules for Chromebook use during their classes.
- Aid students in doing research and help assure student compliance with the acceptable use policy.

School's Responsibilities

- Provide filtered internet and email access.
- Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.
- Provide user accounts for free information storage in cloud-based applications.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

Students Responsibilities

- Obeying general school rules concerning behavior and communication.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping WSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their accounts.

- Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

Student Activities Strictly Prohibited

- Bypassing the district's internet filter.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Sharing personal identification information (home address, phone, etc, names) for themselves or others while using the services.
- Accessing social media sites, during school hours and district-sponsored activities, while utilizing district property or a personal device unless the use is approved by a district representative.

Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- Plagiarism is not allowed. Give credit to all sources used, whether quoted or summarized.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Student Discipline

If a person violates any of the User Terms and Conditions named in this policy or WSD handbook policy, privileges may be terminated, access to the school district technology or personal technology devices may be denied, and appropriate disciplinary action shall be applied as deemed appropriate by an administrator.

Internet Accounts

In attending Willamina School District, accounts need to be set up for students to have access to services that will be used in the classroom as well as at home. The accounts will be managed by WSD. In order to use these services both student and parent/guardian must agree with the terms and conditions listed below and the parent/guardian must submit a "Student Conduct, Information Use and Account Agreement".

Google

Willamina School District utilizes Google for Education which provides email, calendar, and document services within the school's domain to create and save school work as well as email to turn in work and communicate. Any student information used is used within Google to access their services. Their privacy policy can be viewed at <http://www.google.com/policies/privacy/> and their terms of use can be viewed at <http://www.google.com/policies/terms/> as well as copies kept in the school and district offices.

Other Accounts

Other accounts may be used and a complete list of services and their Terms of Use and Privacy Policies are available in the office and online at www.willamina.k12.or.us/district/Technology. The accounts will be managed by the Willamina School District.

Username

For each service, student may only use their assigned WSD username. The assigned usernames, passwords, and group codes should be protected and not shared with anyone besides parents/guardians and WSD staff.

Behavior

Students are expected to behave in online activities as they would behave in school. You must adhere to the outlines set forth within this student handbook. Inappropriate use can result in termination of accounts, termination of school and/or personal device usage, and may lead to disciplinary action.

District Owned Devices

Chromebooks are school property and all users must follow this policy for its proper use. The devices are intended for use at school each day in a responsible and ethical manner. The apps and operating systems originally installed by WSD must remain on the device in usable condition and be easily accessible at all times. From time to time the district may add additional apps and upgrades. Willamina School District will also restrict legally purchased content that can be put on the device. Report any damage, malfunction, or loss of the device to the office immediately.

General Precautions

- Cords and cables must be inserted carefully into the device to prevent damage.
- Device screens can be damaged if subjected to excessive pressure on the screen. Do not put unnecessary pressure on the top of the device. Do not place anything near the device that could put pressure on the screen. Do not allow the device to bump against anything hard as it may crack or break the screen. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Sound must be muted during class unless permission is obtained from the teacher to use sound or headphones.

Actions Strictly Prohibited

- Changing device settings in an effort to circumvent the filtering system.
- Installing personal apps or music on the device via any means.
- Writing, drawing, and placing stickers, or labels on the device that are not the property of WSD will be considered vandalism of school property.

Saving Documents and Submitting Work

- Log out or lock the device after working to protect work and information.
- Storage space is available on the device but data will not be backed up. Devices are subject to be re-imaged or restored to factory settings at any time.
- Students are responsible for saving their work on the device to a cloud account such as Google Drive so that in the event of resetting they have not lost their work.
- Limited printing services will be available with the devices. Students should talk to their teachers about the need to print and printer availability.

Cost

There is no cost associated with using devices whether checked out or used in class, as long as the device and its accessories are returned in working condition. When a device is

damaged and it is determined that the device is damaged beyond normal use and in need of repair beyond manufacturer's warranty or in need of replacement, the Parent/Guardian will be responsible for those costs.

2025-2026 Willamina Middle and High School Acknowledgement of Receipt of Handbook

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the Willamina Middle and Senior High School Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

The 2025-2026 MS/HS Handbook can be accessed on our [Willamina School District Website](#).

_____ I will use the online version of the 2025/26 Willamina MS/HS Student/Parent Handbook

_____ I am requesting a printed version of the 2025/26 Willamina MS/HS Student/Parent Handbook

By signing below, I acknowledge receipt and agree to abide by the Willamina Middle and High School Student/Parent Handbook.

Parent Signature

Date

Student Signature

Date

