



WEST LINN HIGH SCHOOL
5464 W "A" Street
West Linn, Oregon 97068
(503) 673-7800
Website – www.wlhs.wlww.k12.or.us

PRINCIPAL
Kevin Mills

ASSISTANT PRINCIPALS
Paul Hanson
Anya Hershberger
Mark Horak

This planner belongs to:

NAME: _____

ADDRESS: _____

PHONE: _____

Our Vision

*West Linn High School is a place
where all members of the community
relentlessly focus on learning.*

*This learning involves the knowledge,
skills, and dispositions that help
every student and every adult be productive
members of the world.*

Our Fight Song

**On for West Linn, On for West Linn
Fight for victory
We're the team and we're the spirit
Just you wait and see
Rah Rah Rah**

**On for West Linn, On for West Linn
Fight on for your team
Fight, Lions, fight, fight, fight
We'll win this game!!!**

**WELCOME
TO
WEST LINN HIGH SCHOOL**

Welcome to West Linn High, a school that has received national awards for its excellence. We are proud of our accomplishments and confident your development as a student and as a person will be significant as you take advantage of all the opportunities available to you here.

ADMINISTRATION

Principal	Kevin Mills
Assistant Principal	Paul Hanson
Assistant Principal	Anya Hershberger
Assistant Principal / Athletic-Activities Director	Mark Horak

DEPARTMENT CHAIRS

Associated Student Body	Annie Kaiser
Educational Resource Center	Trevor Menne
Guidance	Michelle Olson
Language Arts	Andy West/Alex Close
Math	Tina LaFerriere/Kaleb McKern
PE/Health	Joe Cerny
Science	Brian DelFatti
Social Studies	Matt Gottschling/Monica Emerick
Fine Arts	Wind Lothamer
Performing Arts	Kevin Egan
World Language	Erin O'Malley

GUIDANCE OFFICE COUNSELORS:

10th-12th graders are assigned by their last name to each counselor.

Michelle Olson (10-12)	A - G
Greg Bean (10-12)	H - O
Krystal Toderick (10-12)	P - Z
Kimberly Gwin	9th grade

STUDENT GOVERNMENT

<u>Associated Student Body</u>	Advisor – Annie Kaiser
Seniors:	Avery Esau Kylie Fretwell Shay Hicks Gabe Romero Aubree Schrandt Dylan Tiffany Ellie Young
Juniors:	Bella Deeb Cormac Duffy Ashley Hayter Haden Misra Aubrey Wagy
Sophomores:	Ryan Adelman Hallie Esau Hunter Shepersky Aubrey Wagy

BELL SCHEDULE

Time	Monday & Friday		Time	Tuesday "A" Day	Wednesday "B" Day	Thursday "C" Day
7:24-8:24	Early		7:24-8:24	Early	Early	Early
8:30-9:26	Period 1		8:30-9:56	Period 1	Period 2	Period 1
9:32-10:28	Period 2		9:56-10:01	Break	Break	Break
10:34-11:30	Period 3		10:07-11:33	Period 2	Period 3	Period 3
11:30-12:10	Lunch		11:33-12:12	Lunch	Lunch	Lunch
12:10-1:06	Period 4		12:12-1:38	Period 5	Period 4	Period 4
1:12-2:08	Period 5		1:44-3:10	Period 6	Period 5	Period 6
2:14-3:10	Period 6					

2-Hour Delay Bell Schedule

Time	Monday & Friday	Time	Tuesday "A" Day	Wednesday "B" Day	Thursday "C" Day
No Early Bird		No Early Bird			
10:30 - 11:06	Period 1				
11:12 - 11:48	Period 2	10:30-11:27	Period 1	Period 2	Period 1
11:54 - 12:30	Period 3	11:33 - 12:30	Period 2	Period 3	Period 3
12:30 - 1:10	Lunch	12:30 - 1:10	Lunch	Lunch	Lunch
1:10 - 1:46	Period 4	1:10 - 2:07	Period 5	Period 4	Period 4
1:52 - 2:28	Period 5	2:13 - 3:10	Period 6	Period 5	Period 6
2:34 - 3:10	Period 6				

Wednesday Early Release Bell Schedule

Time	Period
7:24-8:24	Early Bird
8:30-10:05	Period 3
10:05-10:44	Academic Time
9:52-10:27	Break
11:00-12:30	Period 4
12:30-1:10	Lunch

INDEX

Title Page
Vision and Fight Song
Welcome
Staff
Student Government
Bell Schedule

This handbook serves as a general guide. Specific information on our academic program, graduation requirements, Advanced Placement/Honors program, Honor Grad, and other academic, athletic, and activity information can also be found on our Web Site at www.wlhs.wlwy.K12.or.us.

I. ATHLETICS Pages 8-10

Eligibility Page 8
OSAA Eligibility Requirements Page 8
Transfer Between Schools Page 8
Training Rules Page 9-10

II. FEES Pages 10-12

Athletic Fee Page 10
Activity Fee Page 10
Book Fees Page 11
AP and Field Trip Fees Page 11
Associated Student Body Fee Page 11
Student Parking Fee Page 11
Illegal Parking Fees Page 11-12

III. GUIDANCE & COUNSELING Pages 12-13

Academic Ethics Page 12
Shortened Schedules Page 12
Student Records Page 12-13
Transcripts Page 13
Transfer Credit Page 13
Transfer Schools Out of District Page 13
Transfer Schools Within District Page 13
Off Campus Classes Page 13

IV. CURRICULUM	Pages 13-15
AP & State Testing	Page 13
Earning Credits	Page 14
Forecasting Information	Page 14
Graduation Requirements	Page 14
Home School	Page 14
Honor Graduate Program	Page 14
Schedule Changes of Classes	Page 14-15
Weighted Grades	Page 15
Valedictorian and Salutatorian	Page 15
V. HEALTH SERVICES	Pages 15-17
Immunizations	Page 15
School District Medication Policy	Page 16-17
VI. STUDENT SERVICES & SCHOOL POLICIES	Pages 17-20
Attendance	Page 17
20 Minute Rule	Page 17
Excused Absences	Page 17
Pre-Arranged Absences	Page 18
Homework	Page 18
Unexcused Absences	Page 18
Ten Day Withdrawal	Page 18
Attendance Procedures	Page 19
Attendance - 18 Year Olds	Page 19-20
VII. POLICIES & PROCEDURES	Pages 20-29
Bicycles, Skateboards, Scooters & Roller Blades	Page 20
Bus Information	Page 20
Cell Phones	Page 20
Computer and Network Use	Page 20-22
Counseling Appointments	Page 22
Dress & Personal Hygiene	Page 22-23
Field Trips	Page 23
Fighting/Tobacco/Alcohol/ Dangerous Chemicals	Page 23
Lock Out/Lockdown Procedures	Page 23
Fire/Earthquake Drills	Page 23
Food in the Building	Page 24
Gambling	Page 24
Gang Participation	Page 24
Grievance Procedure	Page 24-25
Initiation	Page 25
Laser Pens/Pointers	Page 25

Latex Policy	Page 25
Library Use	Page 25-26
Lockers	Page 26
Loitering and Trespassing	Page 26
Lost and Found	Page 26
Motor Vehicles-Parking	Page 26-27
Personal Electronic Devices	Page 27
Recording	Page 27
Pets on Campus	Page 28
Rule for Valuable Property	Page 28
School Closure	Page 28
School Dances	Page 28
Search and Seizure	Page 28
Sexual & Other Harassment	Page 29
Student Rights and Responsibilities	Page 29
Student Visitors	Page 29
Visitors	Page 29
Weapons	Page 29

VIII. STUDENT DISCIPLINE AND BEHAVIOR CONCERNS **Pages 30-32**

Student Discipline-School Board Policy	Page 30
Definitions for Actions by School	Page 30
Behavior Concerns	Page 31
Student Conduct	Page 31
Controlled Substances	Page 31
Protection of Property	Page 32
Attendance	Page 32

DISCIPLINE MATRIX **Pages 32-33**

I. ATHLETICS

ELIGIBILITY

Students desiring to participate on any athletic team at any level must meet the criteria established by the Oregon School Activities Association (OSAA) and the West Linn High School Athletic Department. Athletes are required to have a current physical on file. All athletes are required to have a new physical every two years according to the Oregon State Legislature and the OSAA.

OSAA ELIGIBILITY REQUIREMENTS

Preamble: Without regulation of the eligibility of transfer students, athletes could easily be induced to transfer schools, exclusively for athletic motives. Moreover, students and their families--with or without outside influence--could permit athletic interests to become dominant factors in educational decisions. In either of these instances, athletics would be in an improper and abusive perspective. Schools believe rules to deter such situations are warranted.

Therefore, the transfer rules exist to:

- Emphasize the primary importance of academics in educational decision making.
- Prevent the recruiting of student athletes.
- Prevent "school jumping" by students for athletic reasons.
- Minimize the influence of athletics upon family decisions regarding school attendance.
- Protect and maintain equitable opportunity for students whose families are legitimate residents of a school district.
- Maintain an equitable standard for interscholastic competition between public schools which are restricted by legally established boundaries and private schools
- Provide common ground for interscholastic athletic competition between schools.

TRANSFER BETWEEN SCHOOLS IN MULTIPLE HIGH SCHOOL DISTRICTS

The eligibility for students transferring from one high school to another high school within a multiple school district is as follows:

School districts that have more than one high school under one administration and which permit students to transfer from one high school to another shall not deny eligibility to students who transfer from one high school to another in the same school district without a move in residence, provided the transfer is approved by both the sending and receiving high school principals, district superintendent office and made prior to the first day of school at the beginning of the school year.

Training Rules: For Athletics, Activities, and all School Wide Elected Officers

Students representing the West Linn/Wilsonville School District in athletics, competitive activities, and/or elected positions are expected to exemplify the highest standards of moral integrity and good citizenship both in school and in the community. Students must also meet the expectations described below for attendance, academic progress, conduct, and training in order to be eligible for participation in athletics and/or activities.

Attendance. A student must be in attendance for a full day of school to participate in athletics, competitive activities, and/or elected positions. After school detention will have priority over such activities. Student handbook policies related to valid pre-arranged absences (medical appointments, for example) apply to participation, as well.

Academics. Individuals involved with athletics, competitive activities, and/or elected positions are students first and are expected to make satisfactory progress in their academic work. To be eligible for such, students must have taken and passed five (5) classes in the previous semester, and they must be enrolled in and passing five (5) classes during the current semester. Students entering their sophomore year must have earned at least four (4) credits, students entering their junior year must have earned at least nine and a half (9.5) credits, and students entering their senior year must have earned at least sixteen (16) credits. Furthermore, any student involved in athletics, competitive activities, and/or an elected position that is deficient by two (2) or more credits must create an academic plan with his or her counselor to recover the necessary credits to graduate. A student who fails to follow his or her academic plan will be deemed ineligible to participate in athletics, competitive activities, and/or elected positions until the academic situation has been resolved.

Conduct. West Linn - Wilsonville School District students participating in athletics and activities, and elected student officials are expected to behave in a manner that is a credit to themselves, their team/group, their school, and their community. Any behavioral incidents at any location may result in suspension from participation and/or removal from the team, group, and/or position. Offenses may include, but are not limited to, disruptive behavior, academic dishonesty, theft, vandalism, or harassment.

Training. Students participating in athletics, competitive activities, and/or elected positions must stay in top physical and mental condition. They are forbidden the possession or use of tobacco, drugs, or alcoholic beverages. This prohibition also includes attendance at any event where illegal activities are taking place or where drugs, alcohol, or tobacco are present or being used. This extends for the entire calendar year. (Calendar year is defined here as the date signed on the training rules and “in place” for the duration of one (1) full calendar year.) Individuals who are present at any such event where illegal activities are taking place are expected to leave immediately. (Immediately means immediately. Student athletes/elected student officials are in violation if they prolong their stay once evidence or awareness that drugs/alcohol is present.) Individuals, while attending any WLWV District High School, who violate these training rules during their four years of high school eligibility, will be subject to the consequences listed below.

First offense: Suspension from participation for a period of four (4) contest weeks of a completed participation season. (a contest week is any week that has a scheduled contest) or an activity-based equivalency. In the event of a first offense without four (4) contest weeks or an activity-

based equivalency remaining in the season, the count will resume with the first contest or activity of the next season/year in which the student participates. If the student documents voluntary participation in an appropriate assessment and treatment program, and complies with the program's recommendations, the suspension may be reduced to two (2) weeks, or an activity-based equivalency, as determined by administration. With the permission of the head coach or advisor, the athletic director, and the administration, the student may participate in practices and attend contests or performances during the suspension.

Second offense: Expulsion from athletics, competitive activities, and/or elected positions for one (1) calendar year beginning with the date of second offense. Reduction of the penalty may be considered by school administration if the student agrees to be involved in and completes a certified treatment program.

Third offense: No further participation in athletics, competitive activities, and/or elected positions in the West Linn – Wilsonville School District for up to the remainder of the student's high school career.

Students involved in athletics, activities, elected positions are expected to follow training rules during the off-season. The off-season is defined as the summer break and any time during the school year when the student is not actively in a sport.

West Linn High School is a member of the Three Rivers League along with Canby (Can), Lake Oswego (LO), Lakeridge (LR), Newberg (N), Sherwood (S), Tigard (Ti), and Tualatin (Tu), and St. Mary's (SM).

II. FEE INFORMATION

ATHLETIC FEE

In accordance with School Board Policy, students participating in athletics at West Linn High School will pay a fee of \$300.00. An additional fee of \$50 will be charged for their second sport in the same school year, and an additional \$25 for a third sport in the same school year. These fees are non-refundable (inclusive of practice and contests). If a student is cut from a sport during tryouts and does not participate in any other sports or activities, the athletic fee may be refunded within the school year.

ACTIVITY FEE

In accordance with School Board Policy, students participating in the following activities at West Linn High School will pay a fee of \$225.00. This fee is non-refundable.

Band
Cheerleading
Choir
Dance Team
Drama Productions
Intramural Basketball
Orchestra
Speech/Debate

BOOK FEES

Students are responsible for all textbooks and equipment that are checked out to them. When returning textbooks and equipment, students must return the exact item that was checked out to them in order to get credit for it. Students will be charged and are responsible for paying for books and equipment that are not returned. Please keep track of your books by penciling your name in them.

AP AND FIELD TRIP FEES

All Students enrolled in an AP Course must take and pay for the AP Exam (\$91). Students who choose to take an AP Exam but are not enrolled in an AP course also are responsible for the cost of the AP Exam. In addition, students are responsible for the costs assigned to field trips. AP students will also be billed for their exam fee. E-mail notification of fees due will be sent to all students and homes (if e-mail address is on record). For more information, please see the Curriculum web page ([http://www.wlhs.wlww.k12.or.us/WLHS Course Fees.pdf](http://www.wlhs.wlww.k12.or.us/WLHS%20Course%20Fees.pdf)).

ASSOCIATED STUDENT BODY FEE

All students are required to purchase a membership to the Associated Student Body for \$45. Activities supported by these funds include Homecoming and May Day events, assemblies, sponsorship of charitable activities, workshops for students, equipment and supplies for encouraging a positive atmosphere such as holiday decorations and Spirit Weeks. In addition to the above, membership entitles the card holder to the following privileges.

- Admission to home and away league athletic competitions (excluding play-offs)
- Student computer account and printing privileges
- Student Handbook & Planner
- Clearance for athletics and activities

***ALL STUDENT FEES MUST BE PAID IN FULL PRIOR TO PARTICIPATION IN SCHOOL-SANCTIONED CO-CURRICULAR ACTIVITIES. SENIORS MUST HAVE PAID ALL OF THEIR OUTSTANDING FEES/FINES IN ORDER TO RECEIVE THEIR DIPLOMA.**

STUDENT PARKING FEE

Student parking fee is \$40. This is for students only. A lottery drawing for spaces is completed in the spring. Please see seniors web site for details <http://www.wlhs.wlww.k12.or.us> (see “students,” “seniors information”). Detailed information about parking guidelines and consequences for misuse of a parking pass is provided when passes are distributed in the fall. More information is in this handbook under “Motor Vehicles –Parking”.

Fees for Illegal Parking

1st Violation: \$15 fine

2nd violation: \$30 fine, parent notification.

3rd violation: \$30 fine, parent notification, community service

4th violation: \$30 fine, parent notification, community service, loss of lottery privileges for the next year (if senior, loss of existing pass).

Further violations: towing of vehicle

Note: Underclassmen who violate parking parameters on campus will sacrifice their privilege of being included in the senior lottery for their senior year.

III. GUIDANCE AND COUNSELING

ACADEMIC ETHICS

Every school has a responsibility to promote honesty and integrity on the part of all students. At West Linn High School, students are expected to rely on their own efforts to achieve and to accept the consequences for their own choices as they complete their work.

Teachers take care to promote ethical behavior on the part of all students and will *not* tolerate cheating. It is the responsibility of each student to avoid the act or the appearance of an act of dishonesty, whether it be as the supplier or recipient of unethically obtained materials or information. Academic dishonesty includes, but is not limited to, the following items:

- Glancing during a test or quiz
- Unsanctioned team work on an assignment
- Habitual absenteeism on tests and assignments
- Failure to cite sources adequately on assignments
- Copying a major paper in a research project
- Changing answers, using cheat notes or stealing a paper or test
- Receiving excessive outside assistance on an assignment
- Plagiarism

It is the school's expectation that students will not plagiarize. That is, they will not copy another writer's work (either published or unpublished) without giving proper credit to the original writer. The faculty and administration of West Linn High School take this violation seriously. *Students may be denied credit on a test or paper or for the entire course. Students may also receive a behavior consequence including: in-school suspension, out-of-school suspension, or community service.*

SHORTENED SCHEDULES

All 9th, 10th and 11th grade students are required to take a full course load (6 classes) at WLHS during each semester. Seniors must schedule at least five classes each semester, which may include no more than two semester credits of work experience and/or aide work during four years. An exception may be allowed for reasons such as employment or other educational activities. Exceptions will be made only after contact between the student, his/her parents or guardians, the student's WLHS counselor, and the administration.

Early graduation from West Linn High School is approved by the administration only on a case-by-case basis.

STUDENT RECORDS

It is the policy of West Linn High School to respect the privacy of all student records and to allow parents and students access to these records in accordance with the law.

A student's *academic records* will be forwarded upon notice from the enrolling school district when the student has moved or been withdrawn from School District 3Jt. In the event the student has outstanding fees, and/or outstanding books/equipment, these

records may be held until all fees are paid. The parent/guardian or student 18 years of age may review their records at any time with designated district personnel. A copy of any portion of a student's record is available to parents at the cost of reproduction.

TRANSCRIPTS

It is our practice at West Linn High School to make the official transcript a record of the coursework that students take here. Grade point averages are computed on a 4-point scale (4.0=A; 1.0=D). No credit is given when a student earns an F grade. AP classes are weighted grades and computed on a 5-point scale (5.00=A, 4.00=B). Students who earn a "D" grade in an AP course receive a grade weighting of 1.00. If a student retakes a class after failing it the first time, credit is given for the second time (assuming the student passes the class). Both the original F and the new grade are figured into the GPA. The original grade is not deleted from or replaced on the transcript. If a student retakes a class that was *not* failed the first time, the two grades are recorded and both are figured into the GPA. Not all classes may be repeated for credit: check with a guidance counselor for approval.

TRANSFER CREDIT

School Policy states that students take the required courses for graduation at West Linn High School. Some students do take advanced course work at local colleges and it is the student's responsibility to see that these grades are posted on their high school transcripts. In the event that students wish to accelerate their studies they must contact their counselor and receive administrative approval.

TRANSFER SCHOOLS OUT OF DISTRICT

With the new Open Enrollment legislation, please contact building administration or the District Office for current information.

TRANSFER SCHOOLS WITHIN DISTRICT

Students who wish to transfer between West Linn High, Wilsonville High or Art Tech schools must complete a school transfer form Applications are available online from the district website. Transfer requests to attend a school outside of the district must be made through the District Superintendent's Office at (503) 673-7000. All transfers must be approved yearly.

OFF CAMPUS CLASSES

Any student attending off-campus classes must have submitted an official transcript to the Records Clerk before the grade will be recorded.

IV. CURRICULUM

AP & STATE TESTING

For more detailed information regarding course descriptions, Honor Grad program, AP classes and exams and Graduation requirements, please refer to the Curriculum section located on the school website (www.wlhs.wlww.k12.or.us).

EARNING CREDITS AT WEST LINN HIGH SCHOOL

Students earn .5 credits toward graduation by successfully completing each semester course. A student may repeat a class in which credit was received if repeating the course allows the student to advance to more accelerated courses. For example, if a student receives a “D” in Spanish II, he or she may elect to repeat Spanish II before scheduling Spanish III. Successful completion of the repeated class will earn the student an elective credit. The student’s transcripts will show all the courses that were taken.

FORECASTING INFORMATION

For further information, please refer to the school website.

GRADUATION REQUIREMENTS

In addition to earning 24 credits in the appropriate content areas, all seniors must pass the essential skills assessments in math, reading, and writing to be eligible for graduation. Please see our web site or a counselor for specific information on graduation requirements.

HOME SCHOOL

High school students who are home-schooled will not receive credit from the high school for courses in which they have been home schooled unless those courses are taken through an accredited program which the District approved. Only those students who have completed all the requirements for graduation and received 24 credits will be allowed to participate in graduation ceremonies.

HONOR GRADUATE PROGRAM

WLHS offers specific courses that are included in our Honor Grad program. Students need a combination of Math, Science, and Humanities credits along with a specific cumulative GPA.

For further information, please refer to the Curriculum Section located on the school website (www.wlhs.wl.wv.k12.or.us).

SCHEDULE CHANGES OF CLASSES

After the semester begins, it is extremely difficult to make schedule changes. Only those changes that impact graduation requirements and credits may be granted. We believe that students need to follow through with decisions and recognize the impact that one course change may have on the student’s schedule. We also allow adequate time prior to the beginning of the school year and time at the beginning of each semester for appropriate changes to be made.

It is the responsibility of the counselors to facilitate schedule changes. Schedule changes may occur to balance classes, to schedule an omitted class, or to correct an error on the student’s schedule.

There are times when students or parents want to initiate schedule changes. Our approach has been for the counselor to encourage the student to discuss their concern with the teacher involved. If the concern for a change persists, then the parent needs

to initiate communication with the counselor and teacher regarding the concern so that the student, with guidance, can work through the concern. If, for some reason, an impasse is reached, the student may be dropped from the class with an “F” or transferred, depending upon each individual circumstance.

Schedule changes may be appropriate when the student is expending maximum effort and failing to grasp concepts at a beneficial level due to extenuating circumstances (e.g., wrongly assigned a class that is too advanced or for medical reasons).

If a teacher requests that a student be dropped from a class because of disciplinary reasons, administrative approval may take place only after significant contact with parents have occurred to address the behavior by teacher and counselor. If a student is dropped for behavioral reasons, he/she will receive a failing grade.

WEIGHTED GRADES

West Linn/Wilsonville School District has instituted a “Weighted Grades” reporting system on the student's official school transcripts. This weighted grade point average will be in addition to the ‘traditional’ non-weighted GPA. This way, students from WLHS will be able to benefit from College Entrance and Scholarship Committees that make use of either system. This dual reporting system gives more information about each student, and it is, therefore, more helpful for our students.

The weighting system used will give one extra "point" to any Advanced Placement course that students take; students will have the AP designation on their transcript and receive this extra weighting for any AP course in which they take the AP exam. (In the traditional system, 4.0 = A; 1.0 = D; no credit is given for a grade of "F". In the weighted system, 5 = A; 4 = B; 3 = C; 1 = D, no credit for an F.)

VALEDICTORIAN AND SALUTATORIAN

- Student must have met all graduation requirements and be a graduate of WLHS.
- Using weighted grades, the student who is ranked number 1 by GPA will be Valedictorian and the number 2 student will be the Salutatorian. In case of a tie, all students will be recognized.
- Valedictorian and Salutatorian must be Honor Graduates.
- Valedictorian and Salutatorian will be recognized at graduation.

V. HEALTH SERVICES

Students who feel ill may notify their teacher and ask permission to report to the Main Office. Upon arrival at the office, the student will be checked by a staff member. If appropriate, they will notify parent(s) and request permission to release the student due to illness. If students leave campus, they must sign out in the Attendance Office.

Students are required to have emergency information on file in the Main Office in case an accident occurs. Parents will be notified of accidents and are responsible for transporting students except in the case of an extreme emergency.

IMMUNIZATIONS

All public school students must meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, students found to be in non-compliance will be excluded from school.

SCHOOL DISTRICT MEDICATION POLICY

See Board Policy JHCD for further clarification.

Administration of prescription and non-prescription medication in the school setting should be kept at a minimum. When medication must be given during the school day, it is to be done according to the following rules: Only trained school personnel can administer medication to students. Any “sharing” or “borrowing” between students will be considered distribution.

MEDICATION AT SCHOOL

The district recognizes that medication may need to be administered during the school day to allow the student to remain in school and have their ability to access their education. All medication, unless the student is self-administering, is to be transported to and from school by the parent. This includes prescription and over the counter medication.

Our district policy, in compliance with state law requires the following:

Medication administered by school staff:

- All medication must be brought to school BY THE PARENT. No exceptions!
- Medication will be administered by school staff who have received the state mandated training.
- Parent is to complete a Medication Authorization form for any medication at school.
- Medication Authorization and Self-Medication Agreement forms are located on the school websites.
- All medication must be in the originally labeled container.
- Staff cannot take verbal orders by phone or change the timing of the dose.

Medication that will be Self-Administered:

- Any medication to be self-administered must be accompanied by a Medication Authorization form and Self-Medication Agreement. These forms will be kept on file in the office.
- Any student may carry and self-administer an inhaler for asthma.
- Students in 6-12th grades may carry and self-administer over the counter medication as well as some pre-approved prescriptions with appropriately completed District form.
- Student may carry a one-day supply, in the original container.
- Over the counter medication will have the student’s name affixed to the container.
- There is no sharing or borrowing of medication.

- The right to carry and self-administer medication may be revoked by at any time if a student violates district policy, medical protocol or the self-medication agreement.

Please contact our school nurse Karen Pyeatt, RN for other questions/concerns pyeattk@wlwv.k12.or.us or by calling (503) 673-7021.

Students in possession of prescription or non-prescription medications will be considered to be in possession of a controlled substance and will be handled accordingly with school district policies.

When a student who needs assistance with medication leaves the building for a field trip or other school activity, only a parent or trained school personnel can carry and administer the student's medication. It is the parent's responsibility to be sure that trained personnel will be available to accompany the student. Any medication that requires cutting must be cut by the parent and sent to school. Parents must send a calibrated measuring device with any liquid medication to assure accurate measuring.

A self-medication request form must be on file for that student. Medication administration forms can be found on the district's website, www.wlwv.k12.or.us. Go to district departments, health services, and medication administration form.

VI. STUDENT SERVICES & SCHOOL POLICIES

ATTENDANCE

Public schools are responsible for enforcing the compulsory school attendance laws of the State of Oregon. Every effort shall be made to keep every student in school. Students shall be punctual in reporting to school and to classes and shall attend regularly throughout the year.

20 MINUTE RULE - POLICY GUIDELINES

Students are expected to be to every class on time. Everyone is to remain in the classroom for the first 20 minutes (Aides included). The beginning of each class period is a critical time to be IN CLASS, and this time is essential for accurate attendance taking (ORS 339-065).

Exceptions to this Policy: Emergencies from the Counseling, Attendance or Administration offices that need to see the student right away.

EXCUSED ABSENCES

According to ORS 339.065 excused absences are:

- Personal illness; including medical, psychological and dental care
- Illness or death in family
- Family emergencies or other compelling circumstances, as determined by the administration
- School sponsored activities

Unless the absence is for a school-sponsored activity, students are not allowed on campus during an excused absence. Make-up work for excused absences will be completed in a reasonable amount of time. This time period will be decided at the discretion of the teacher. (The faculty will provide assistance needed for the student

to complete all advance, or on a make-up basis, work missed through excused absences.) It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Failure to obtain make-up work is not an excuse for not doing work missed.

PRE-ARRANGED ABSENCES

Pre-arranged absences are those arranged prior to the student's actual absence. Pre-arranged forms are available in the Student Services Office and Attendance Office. Pre-arranged absences are subject to review by administration to determine whether they are excused or unexcused.

Part Day Absences: West Linn High School requires that for students to be eligible to participate in any activity, (e.g., athletic teams, band, cheerleading, speech or drama programs) they be in attendance for the entire school day. (Pre-arranged absences are permitted if consistent with school policies, for example: medical/dental appointments, school-related field experiences.)

Make-up Work for Pre-Arranged Absences: Work resulting from absences for school-related activities is allowed to be made up. Examples of school-related absences are field experiences, early release for participants in sports events and student council meetings.

HOMEWORK

Parents may request homework for excused or pre-excused absences. Please call the Attendance Office (673-7811) to request homework.

We encourage students and parents to email teachers for make-up work.

UNEXCUSED ABSENCES

Any absence that has not been excused by the office in accordance with ORS 339-065 will be an unexcused absence. **STUDENTS HAVE 24 HOURS TO HAVE UNEXCUSED ABSENCES EXCUSED. Any student missing a single period in the day for a reason other than listed under "excused absences" will be considered unexcused.** Students may lose the opportunity to make up work for credit due to unexcused absences.

Habitual Truancy may result in suspension and/or expulsion from school.

In compliance with ORS 339-065 a student whose attendance pattern is not progressing academically may be assigned an alternative educational placement. If the nonattendance is seriously affecting the student's achievement, options other than continued enrollment in the regular program will be considered. The parent/guardian notification will include a written description of available state registered alternative educational programs, including district-operated alternative programs or private instruction, application and placement procedures, plus district and parent financial responsibilities if an alternative program is recommended.

TEN-DAY WITHDRAWAL

After 10 consecutive days of absence from school, the administration is required by law to notify parents that their student will be withdrawn from West Linn High School. Prior to re-enrollment, parents/guardian must schedule a re-entry meeting with a school administrator and counselor.

ATTENDANCE PROCEDURES

West Linn High School's Attendance policy demonstrates to students...

- That good attendance and punctuality are fundamental to success in life.
- That a significant part of a student's experience in any given subject area is derived from being in attendance for classroom instruction, discussion, and participation.
- That good attendance reduces the amount of make-up work to be completed; reduces the stress of upcoming tests; optimizes opportunities to be involved in review work; and students to work collaboratively with peers.
- That future employers consider good attendance and punctuality to be a critical job skill in the work world.

Parents are requested to call the attendance office between 7:00 am - 8:00 am (673-7812) *on the morning of each student absence*. (For example, if your child is ill for five days, please call each day that your child stays home.) If parents are not able to call the school, they must provide a note the day the student returns to school explaining the absence. Parents may not excuse individual class absences except for prearranged absences as noted above. For any absence being excused after the absence, the student may be requested to present documentation from the corresponding medical office. When it is necessary to leave campus for any reason, the student must sign out at the Attendance Office. Failure to do so will result in an unexcused absence.

If the student comes to school anytime after the start of first period, he/she must report to the attendance office to check in and receive a pass slip to class. If the student leaves school for any reason and then returns before the end of the scheduled day, he/she must check back in through the attendance office.

Final Exams & Absences: It is the policy of the school that there be no early semester exams unless as a result of a scheduled school activity. Those students who receive permission to miss exams will have to take them at a later date. Students who fail to show up for exams will receive a zero. Exams missed at the end of the second semester will be scheduled for completion during the summer vacation.

Tardies: A student is considered to have an unexcused tardy if he/she is not in the instruction area designated by the teacher at the time class begins and does not have an excuse deemed valid by the teacher. After 10 unexcused minutes, the tardy will become an unexcused absence. Students are responsible for reconciling absences/tardies with their instructor.

ATTENDANCE - EIGHTEEN YEAR OLDS

At 18 years of age a student MAY obtain permission to account for his/her absences. To obtain this privilege, the student shall demonstrate that the following criteria will be met:

- The student must complete application and have Administrative approval

- The student has demonstrated and maintains a successful academic program
- The student historically presents a regular and successful attendance program
- The student recognizes that the privilege may be revoked for failure to abide by the previous standards

Students who are of legal age, but do not act responsibly when excusing themselves from school, will have the privilege to excuse themselves revoked.

VII. POLICIES & PROCEDURES

BICYCLES, SKATEBOARDS AND ROLLER BLADES

Bicycles may be brought to school grounds and locked in racks. Skateboards, scooters and inline skates (roller blades) are not to be ridden on school grounds or inside the school at any time.

BUS INFORMATION

Regular Bus Routes and Snow Routes are available from our receptionist in the Main Office or by calling First Student Bus Company at (503) 570-8604.

Students who use district transportation do so in accordance with published district regulations. Continued use of the district transportation is contingent upon student observance of these regulations. Copies of Rules Governing Pupils Riding School Buses are available in the office of each school.

CELL PHONES

Please refer to section on Personal Electronic Devices.

COMPUTER AND NETWORK USE

We have made a strong commitment to the use of computers to aid in the educational process. We expect all persons to use school computers, available software, computer network, and the computer peripherals in the proper manner. These uses must be obviously and unquestionably legal, ethical and educational. Failure to adhere to this policy will result in revocation of computer network privileges, disciplinary action, suspension/expulsion, and/or legal action. It is a privilege to receive a network account and internet access.

Acceptable Use is defined in this manner:

Responsible users may use the network and internet to:

- Research assigned classroom projects
- Send/receive e-mail using school student email account
- Work on homework/schoolwork assignments

Unacceptable Use is generally defined as any action that:

- Disrupts the proper and orderly operation of the network
- Threatens the computer network
- Violates others' rights
- Is socially inappropriate
- Is illegal

Unacceptable use is specifically defined, but not limited to, as inappropriate use of the computer network in the following ways:

- Acting in a way that may reasonably be interpreted to threaten any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such threats;
- Disclosing personal addresses, telephone numbers, or other personal identifying information of other persons;
- Using or disseminating material that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right;
- Using the computer network for commercial, private or personal financial gain, including gambling;
- Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material that contains pornography, obscenity, sexually explicit, or indecent/inappropriate language, text, sounds, or pictures;
- Disabling any antivirus or other security feature maintained on the computer network;
- Using or accessing another user's computer network account or password, with or without consent from that user;
- Disclosing any computer network password (including your own) to any other individuals (s) or sites;
- Deliberately downloading or installing programs or executables to the computer network without prior permission of the staff;
- Creating or deliberately downloading, uploading, or forwarding any computer virus or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
- Using the computer network in any way that violates federal, state or local law;
- Disabling or bypassing Internet filtering/blocking software;
- Playing games of any kind on school computers;
- Accessing Instant Messaging;
- Accessing Chat Rooms;

Administrator's Access to Files: Students should assume that their use of West Linn High School's Internet Access and computer file storage will not be private. All files and records may be examined by administrators for educational and administrative purposes, ensuring that safe practices are followed. A list of visited sites as well as times can be monitored by the system administrator. Students should understand that administrators will cooperate with law enforcement authorities by providing access to Internet email, files, and records as necessary.

Except for specific, identified computers, all computer use must be while logged in to our school network. You may not bypass the network login routine. Your network account is personal and private. You must use only your own account. You may NOT share your password or account.

Food and/or drinks are not allowed at the computer workstation areas. Students are expected to check their student e-mail at least once a day for important school information and announcements.

Printing to school network printers is for school-related purposes only.

Students are welcome to bring their own personal laptop computers and access the wireless network at school. All the above mentioned rules which apply to school computers apply to personal laptops used by students while at school. Laptops may be confiscated for violation of above rules and returned to a parent/guardian from a school administrator. West Linn High School is not responsible for a student's personal laptop if it is damaged or stolen while here at school.

In accordance with ORS. 164.377, "Any person commits computer crime who knowingly accesses, attempts to access or uses, or attempts to use, any computer, computer system, computer network to defraud, commit theft, or interfere with information flow, and shall be considered a Class C felony."

We pride ourselves on the technology that is available to our students. Some examples: Digital Cameras - Still photography, Digital Video Cameras - Student Video Projects, Firewire, Camera Accessories, iPod, iTouch, mini-laptops, kindles.

The following responsibilities and liabilities apply when technology equipment is used:

- Student accepts all responsibility for the equipment while it is in their possession.
- If any damage should happen to the equipment the student will be responsible for the repair/replacement costs.
- If the student should lose equipment they will be responsible for the replacement cost.

For equipment checked out through the Library the following also applies:

- The check-out time is overnight and items are due back in the library by the start of school the next day. (Does not apply to laptops which are for in-class use only.)
- If the equipment is turned in late the following late fees apply:

\$1.00/day for each item checked out (i.e., camera, fire wire, ac adapter, camera case)

COUNSELING APPOINTMENTS

Students who wish to make counseling appointments may do so before school, at lunch, between classes and after school.

DRESS AND PERSONAL HYGIENE

Students are expected to dress in a fashion conducive to a positive learning environment and to meet health and safety standards. Students are required, by law, to wear shirts at all times and bare feet are not permissible. Dress should never detract from school activities or prove a hazard to the student's safety or to the safety of others.

The following articles are specifically forbidden:

- Clothing that promotes the use of drugs, alcohol, or Tobacco
- Clothing with abusive or suggestive language or symbolism, or reflecting gang affiliations
- Clothing, devices, identifying markings or paraphernalia that indicate membership or support for youth gangs including bandanas of any color.

- Shorts are permitted, but students should exercise mature judgment in the selection of their length.
- Clothing that allows bare midriffs, backs or underwear garments to show.
- Clothing or jewelry with spikes
- Clothing that is deemed disruptive to the educational process.

If a student arrives for school lacking proper hygiene, the parent/guardian will be notified.

FIELD TRIPS

Students may be excluded from participation in a field trip if they have a “D” or an “F” in the any of their classes. Specific courses will include field trip fees for students to pay.

FIGHTING/TOBACCO/ALCOHOL/DANGEROUS CHEMICALS OR SUBSTANCES

Fighting, tobacco use, plus the possession, distribution, use, or feigning the use of alcoholic beverages and dangerous chemicals or substances (including possession of paraphernalia like rolling papers, e-cigarettes, lighters, etc.) on or within 1000 feet of school property or at school sponsored activities shall be cause for appropriate disciplinary action as written in school board policy. Possession of lighters and any other paraphernalia (rolling papers, pipes, etc.) related to dangerous or illegal substances is also subject to disciplinary action.

LOCK OUT / LOCKDOWN PROCEDURES

West Linn has specific protocols regarding lock out and lock in security processes that involve all building staff and communication with community support services that can be employed in the case of identified danger to our school campus. These protocols and procedures are reviewed and practiced annually with students and staff.

FIRE/EARTHQUAKE DRILLS

We are required by law to have periodic fire and earthquake drills. Every student should know the location of the exit in each room that he/she uses during the day. Consult the instructor or the chart posted in each room if you do not know the fire/earthquake exit.

When the siren sounds signaling a fire drill:

- Move rapidly (do not run) to the designated outside exit.
- All students must leave the building regardless of what they are doing.
- Move well away from the building and remain quiet.
- When the all-clear sounds, return directly to class in an orderly fashion.
- Follow specific instructions that are posted in each room adjacent to the door.

When the siren sounds signaling an earthquake drill:

- Remain in the room and seek cover under a desk or table.
- When the earthquake stops, evacuate.

Students who “PULL” false fire alarms will face school and legal consequences.

FOOD IN THE BUILDING

Food and drink in the classrooms are at the discretion of the individual teacher. Students are expected to be careful and responsible with food and drinks in the building.

Food and drinks are **NOT ALLOWED** around computers.

GAMBLING

Card games or any other games for monetary purpose are prohibited at school or any school events.

GANG PARTICIPATION

Participation in illegal or disruptive gang or gang-like activity is prohibited. A gang is a group of people, who interact among themselves to the exclusion of other groups, have a group name, claim a neighborhood or territory and engage in harassing or criminal behavior.

GRIEVANCE PROCEDURE

The West Linn/Wilsonville School District does not discriminate on the basis of race, creed, age, sex, color, national origin, disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Title VII of the Civil Rights Act of 1964, the Age Discrimination and Employment Act, The Civil Rights Acts of 1871 and 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act should be addressed through the grievance procedure which follows.

Informal Procedure:

The person who believes he/she has a valid basis for complaint regarding discrimination shall discuss the concern with the building principal, within thirty (30) days of when the person becomes aware of the alleged discrimination. The building principal shall reply to the complainant in writing within ten (10) days. If this reply is not acceptable, formal procedures may be initiated.

Formal Procedure:

Step 1 – A written statement of grievance shall be prepared and signed. The complainant shall present it to the appropriate administrator within five (5) business days of receipt of the written reply to the informal complaint. The administrator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) business days by certified mail.

Step 2 – If the complainant wishes to appeal the decision of the administrator, he/she may submit a signed statement of appeal to the District Hearing Officer within five (5) business days after receipt of the administrator's response to the grievance. The district hearing officer shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

Step 3 – If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the superintendent within five (5) business days of receipt of the District Hearing Officer’s response in Step 2. In an attempt to resolve the grievance, the district shall obtain an independent hearing officer who is an individual and not an employee of the district, and who is knowledgeable of the above listed anti-discrimination statutes. The parent and student may take part in the hearing and have an attorney represent them at their own expense. Counsel may also represent the district. The decision shall be given in writing to the superintendent and the parents.

Appropriate Administrators:

Title IX, Title VII – Kathe Monroe, Director of Personnel
ADA – Tim Woodley, Director of Operations
Section 504 – Jennifer Spencer-Iiams, Director of Student Services
District Hearing Officer – Aaron Downs Assistant Superintendent
Applicable Board Policies: AC; GBG

INITIATION

See Board Policy JFCF for further clarification.

Initiation, hazing or harassment of any student, on or off school property, is strictly forbidden.

LASER PENS/POINTERS

Laser pens or pointers are not allowed at school. These items will be confiscated by the staff. According to ORS 163.709, “A person commits the offense of unlawful directing of light from a laser pointer if the person knowingly directs light from the laser pointer at another person without the consent of the other person and the other person is: A peace officer as defined in ORS 161.015 who is acting in the course of official duty; or a uniformed private security officer as defined in ORS 181.870 who is on duty.”

LATEX POLICY

Beginning September, 2004, the West Linn/Wilsonville School District adopted a latex free policy in all buildings. No latex balloons may be brought into any school at any time. No other materials containing latex are allowed.

LIBRARY USE

The high school library provides a well-balanced collection of materials, both in print and electronic format, appropriate to the students’ levels of maturity, ability, and interests. The library staff provides guidance in the location, evaluation, and application of information from a variety of resources including community, print materials, on-line databases, and the Internet. Each student is provided with a network log-on account which provides access to resources on our computer network. Students are provided opportunities to interact with others; develop a spirit of inquiry and self-discipline; and participate in rewarding learning experiences that satisfy both individual and instructional purposes.

The high school library is staffed from 7:30 am to 4:00 pm daily. Students are encouraged to use all of the library services with the following guidelines:

- Book check out for three weeks
- Reference materials do NOT check out
- Materials may be renewed twice
- Students are responsible for returning materials on time
- Fines will be charged on late materials
- Students will pay for materials not returned

LOCKERS

Students may request a locker for the school year and they must utilize lockers in the PE dressing area when enrolled in PE classes. It is highly recommended that students lock their backpacks, clothes, etc., DURING PE class. Ultimately, it is the student's responsibility to secure his/her locker(s) at all times. School lockers are not guaranteed to be a safe place for valuables; WLHS and the West Linn-Wilsonville School District are not responsible for the loss of valuables stored in lockers. If a locker is not working properly, a student should contact the Attendance Office for repair. Students may be subject to fines for damaged or vandalized lockers.

School officials have the right to check lockers when there is reason to believe they may contain items that are illegal or may threaten the health and safety of others.

LOITERING AND TRESPASSING

To help protect students and the orderly educational process, school officials must know if any persons who are not members of the staff or student body are inside the building or on school grounds. Visitors must report to the school office. Because of the safety issues involved, the district will press charges against individuals who violate the state statutes on loitering and trespassing. WLHS students are not allowed to be on the campus of any other district school during the regular school day unless they are assigned to be there.

LOST AND FOUND

When articles are found in the school building or on the surrounding school property, they should be returned to the Reception Area where the lost and found department is maintained. Students who have lost articles may claim them there upon identification. After a reasonable time, lost items are donated to various charities.

MOTOR VEHICLES - PARKING

There will be NO parking available on campus for sophomores. Seniors will find applications for parking on the West Linn High School website. In the spring, we will conduct a lottery for spaces in the Tripp Lot and Senior Lot. We will accept applications until spaces are filled. In order for students to receive their permits, they must bring the completed application and all required materials, as outlined on the application, with necessary signatures and have all fines and fees cleared through the school bookkeeper.

There will be on-site parking for SENIORS and limited availability for juniors to be allocated by a lottery in the fall of each year after seniors have completed their parking registration processing (\$40.00 for the year).

The only areas for assigned student parking will be the Upper Lot (“Senior Lot”) off of Skyline Blvd. and the Tripp Lot on the south end of campus and limited spaces in our “staff” lot. There are approximately 270 total spaces available to Students between our three lots, so we encourage student carpooling.

Students are NOT allowed to park behind the school at any time. Students found to be double parked, parking in staff spaces, between lanes, in fire lanes, on grass, dirt, or in any undesignated parking area may be ticketed and/or towed at the owner’s expense without warning. Seniors may not loan, trade or sell their passes to other students. Students are expected to drive and operate motor vehicles in a safe and responsible manner. Reckless or unsafe motor vehicle operation, or violation of any of the parking expectations, as outlined on the parking application, may result in suspended or lost parking privileges. Students may also lose parking privileges for poor attendance and/or failure to abide by the Students Rights and Responsibilities, as outlined in this handbook. No refund will be given to students whose privileges are revoked for disciplinary reasons.

The parking lots are off-limits except for school arrival and departure. Loitering is prohibited in parking lots at all times.

Street parking is allowed only on West “A” Street from Skyline south to the first driveway in front of the school, from McKillican south to the I-205 overpass, and down McKillican Street. Because of the limited number of parking space available, we strongly encourage carpooling and the use of our school bus services.

Visitor Parking – There are a number of visitor spaces available in the small lot directly across West “A” Street from the main building. Students are not allowed to park in visitor spaces at any time. If those spaces are full, visitors may park by the white curb on West “A” Street, between the school’s driveways. If they park on the white curb, they must notify the Attendance Office and get a “Day Pass.” There is NO parking in the numbered spaces for visitors at any time.

Retriever Towing will be servicing our lots (503) 222-4763.

PERSONAL ELECTRONIC DEVICES

This policy applies to personal electronic devices, including but not limited to cell phones, iPods, Mp3 players, DVD players, PDA's, laptops, etc. WLHS encourages students to utilize the technology available to them for the purposes of learning. There are times in classrooms where these tools are useful, needed, and appropriate. The use in the classroom is at the discretion of the teacher. If students abuse or fail to adhere to agreed upon expectations, they may be confiscated and may be returned only to a parent/guardian from a school administrator. West Linn High School is not responsible for a student’s personal electronic device if it is damaged or stolen while at school.

RECORDING

It is a misuse of technology and a violation of state and federal law to record a person’s actions and speech; sharing that recording without the person’s consent will result in appropriate disciplinary action up to and including suspension, expulsion, or legal consequences according to the severity of the situation.

PETS ON CAMPUS

Students are not permitted to bring live animals or reptiles on campus without the written approval of the administration, teacher and parent/guardian. With permission, the animal/reptile must be housed in the teacher's room, and the parent/guardian and student must provide transportation to and from school. Violations will result in disciplinary action and the animal's safety cannot be guaranteed.

RULE FOR VALUABLE PROPERTY

If it is valuable, carry it at your own risk! Be responsible for it. Do not expect classes to be interrupted to find it if it is lost or stolen. The school district and its employees are not responsible for lost or stolen items, whether locked or unlocked in the school's facilities.

SCHOOL CLOSURE

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over local radio stations. Reports in the morning will be between 6:00 am and 7:30 am. If no report is heard, it can be assumed that school will be in session. When road conditions are unsafe due to weather conditions, parents need to notify the office that their son/daughter is absent from school. The absence will be an excused absence.

SCHOOL DANCES

Dances will be held throughout the school year at WLHS. Only West Linn High School students will be allowed to attend WLHS dances. However, students may obtain permission for off-campus guests 20 years old or younger by completing the Visitor Dance Pass available in the Student Services Office for Homecoming, Winter Formal, and Prom prior to purchasing dance tickets. As appropriate, administration reserves the right to exclude a guest for a variety of reasons, including age, past incident(s), or behavioral issues. Students attending any school-sponsored dance will be required to show their picture ID card upon entering the dance. Students must have all current fees paid in full in the bookroom. Once a student has entered a dance, they will NOT be allowed to leave and re-enter the dance. If a student is suspected of drug or alcohol abuse, a breathalyzer may be given. Their parents will be contacted and/or they will be transported. Students will be disciplined/suspended according to school rules.

SEARCH AND SEIZURE

See Board Policy JFG for further clarification.

School officials may search the person and the personal property (including that property or facility provided by the school) and seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reasonable suspicion to believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed. General search of school properties assigned to students for their use may occur at any time. Items belonging to the school, as well as illegal items (firearms, weapons, drugs, alcohol, etc.) or other possessions, (e.g. misuse of laser pens) reasonably determined to be a threat to the safety and security of others will be seized by school officials.

SEXUAL OR OTHER TYPES OF HARASSMENT

See Board Policy JFCF for further clarification.

The school district's zero tolerance policy supports an environment where all members of the school community shall be free of sexual or other forms of harassment and exploitation. (This includes but is not limited to threats, ridiculing, intimidation, bullying, inappropriate touching and ganging up on a student or staff member via verbal, written, physical, and electronic means). It is fundamental to the concepts of academic freedom and equal opportunity that each member of the school community be treated with dignity and without regard to any factor relevant to participation in the activities of this community. The district is further committed to prevent, correct, and remedy sexual harassment. All school board members, administrators, staff and students are expected to support and exemplify this commitment. Reprisal against individuals who in good faith raise concern or make a charge about behavior that may violate the district's harassment policies is against the law and shall not be tolerated. In addition, intentional false and reckless charges are grounds for discipline.

STUDENT RIGHTS AND RESPONSIBILITIES

The district shall promote non-discrimination and an environment free of harassment based on an individual's race, color, religion, sex, sex orientation, national origin, disability, parental or marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, parental or marital status or age of any other persons with whom the individual associates. Persons having questions about equal opportunity and nondiscrimination should contact the Personnel Director at the West Linn – Wilsonville School District, 503-673-7000.

STUDENT VISITORS

West Linn High School students may not bring guests on campus at any time.

VISITORS

Parents and other adults with business in the school are always welcome in the building. We do ask that all visitors inform the Main Office upon arrival and allow us to determine if we can be of assistance. Furthermore, all visitors must sign in and display a visitor's pass while on campus. As a courtesy to staff, we ask that parents give us 24 hours notification if they wish to visit classes. As a matter of building security, teachers are asked not to allow visitors into their classroom unless they have first made the visit known to the Administration.

WEAPONS/WEAPON LOOK-A-LIKES

See Board Policy JFCJ for further clarification.

Weapons are forbidden on district property and are subject to forfeiture or seizure. Appropriate disciplinary and legal action shall be taken against students who bring a weapon to, or possesses a weapon on, district property. A weapon is defined as any device, instrument, material, or substance which may be used in a manner which is capable of causing serious injury or death or is used with the intent to harm or harass students, school personnel, parents, or patrons. Bringing firearms or knives of any kind on campus will result in a minimum of one-year expulsion (ORS 166-360 to 166-380).

VIII. STUDENT DISCIPLINE AND BEHAVIORAL CONCERNS

STUDENT DISCIPLINE

(School Board Policy - Adopted 2-1-99)

The right of students to attend public school is guaranteed by law. Along with this right is the responsibility to conform to reasonable rules designed to protect the safety of others and the orderly educational process. Repeated minor violations or a single serious violation of school rules may result in a range of consequences including detention, suspension (up to ten school days), or expulsion from school. Students are subject to disciplinary action for conduct while traveling to and from school and while off campus during regular school hours, whenever such conduct has a direct effect on the general welfare of the school and its students and adults.

In all disciplinary cases, students will have due process rights, which will at minimum guarantee them a right to hear the charges, the specific rule violation, and an opportunity to state his/her response. For cases of expulsion, the due process rights are fully explained in the district's expulsion policy. A copy of the expulsion policy will be given to students for whom a recommendation for expulsion is a possibility.

Student violations of law will be reported to appropriate legal authorities.

The District will comply with all laws appropriate to discipline procedures involving students receiving special education support through individual education plans (I.E.P.'s). This policy will be enforced fairly and consistently without regard to race, color, creed or gender.

DEFINITIONS FOR ACTIONS BY SCHOOL

- **Conference:**
A meeting that involves the school administration and student. Parents may be asked to participate in conferences.

- **Suspension:**
Students are removed from the school and school-sponsored activities. Suspensions may occur as in-school or out-of-school suspensions. Students serve in-school suspensions at the school in a place designated by the school administration. Students serve out-of-school suspensions by remaining off-campus for the duration of the suspension. Parents will always be notified of student suspensions. Suspensions are administered in consideration of what is age appropriate discipline.

- **Expulsion:**
The School Board may take action to declare a student's attendance at school or school-sponsored activities to be terminated for the duration of an expulsion. Parents will always be notified of student expulsions. Expulsions may extend from a quarter to a full year. Expulsions for possession of weapons will result in a mandatory one-year expulsion per federal law, state law and district policy.

The following definitions explain the major categories of student discipline.

BEHAVIORAL CONCERNS

PROBLEM AREA I: STUDENT CONDUCT

Assault:

Assault occurs when students intentionally inflict physical harm.

Automobile Misuse:

Unauthorized or inappropriate use of vehicles.

Bus Misconduct:

Violations of any student discipline rules and/or bus safety regulations.

Defiance of Authority:

Refusal to follow the reasonable requests of school personnel.

Fighting:

Any student who engages in physical contact that may cause harm will constitute "fighting". "Self-defense" ceases to be "self-defense" once physical contact is initiated.

Forgery:

Writing false or misleading information to school officials. Since these problems also violate state law, school officials may need to notify the appropriate law enforcement authorities.

Menacing:

Menacing occurs when student participates in either verbal or physical abuse.

Harassment:

Occurs when a student participates in the abuse of another person.

Inappropriate Behavior:

Inappropriate behavior occurs when students engage in Language or behavior that interrupts the Educational work of the school.

Lying & Cheating:

Stating false or misleading information to school personnel constitutes lying. Cheating is the violation of any rules regarding testing, assessment or evaluation.

Weapons:

Weapons are defined as described in District Policy JFCJ ORS 166-360 to 166-380.

PROBLEM AREA II: CONTROLLED SUBSTANCES

Alcohol/Drugs:

The use, possession, sale, distribution, or being under the influence of alcohol/drugs.

Tobacco:

The use, possession or sale of tobacco in any form on school property.

PROBLEM AREA III: PROTECTION OF PROPERTY

Arson:

Use of fire to destroy or attempt to destroy property; activating a false fire alarm.

Theft/Identity Theft:

Taking, giving, or receiving property belonging to another Individual as defined in ORS 164.015, “A person commits theft when, with intent to deprive another of property or to appropriate property to the person or to a third person, the person: (1) takes, appropriates, obtains, or withholds such property from an owner thereof; or (2) commits theft of property lost, mislaid or delivered by mistake as provided in ORS 164.065; or (3) commits theft by extortion as provided in ORS 164.075; or (4) commits theft by deception as provided in ORS 164.085; or (5) commits theft by receiving as provided in ORS 164.095.”

In accordance with ORS 165.800, “A person commits the crime of identity theft if the person, with the intent to deceive or to defraud, obtains, possesses, transfers, creates, utters or converts to the person’s own use the personal identification of another person.”

Vandalism:

Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

PROBLEM AREA IV: ATTENDANCE

Tardiness:

Arriving late to class or school.

Unexcused Absence:

Any absence which has not been excused by parent or legal guardian and appropriate school official in accordance with ORS 339-065 is a violation of state law (see pages 18-21).

Problem Area I STUDENT CONDUCT	Occurrence	Minimum	Maximum
ASSAULT	First Repeated	Suspension Suspension	Expulsion Expulsion
AUTOMOBILE MISUSE	First Repeated	Informal talk/Work duty Revoking parking privilege Parent involvement	Loss of parking Privilege Permanent loss of parking Privilege
BUS MISCONDUCT	First Repeated	Conference Suspension from bus	Loss of bus riding privilege
DEFIANCE OF AUTHORITY	First Repeated	Conference Suspension	Suspension Expulsion
FIGHTING	First Repeated	Suspension Suspension	Suspension Expulsion
FORGERY	First Repeated	Conference Suspension	Suspension Expulsion
HARASSMENT/MENACING	First	Suspension	Suspension

	Repeated	Suspension	Expulsion
INAPPROPRIATE BEHAVIOR	First Repeated	Conference Suspension	Suspension Expulsion
LYING & CHEATING	First Repeated	Conference Conference involving parents	Suspension Expulsion
WEAPONS	First Repeated	Expulsion	Expulsion

Problem Area II CONTROLLED SUBSTANCES	Occurrence	Minimum	Maximum
ALCOHOL/DRUGS	First Repeated	Suspension Suspension	Expulsion Expulsion
TOBACCO	First Repeated	Suspension Suspension	Suspension Expulsion

Problem Area III PROTECTION OF PROPERTY	Occurrence	Minimum	Maximum
ARSON	First Repeated	Suspension Suspension	Expulsion Expulsion
THEFT	First Repeated	Suspension Suspension	Suspension Expulsion
VANDALISM	First Repeated	Suspension Suspension	Suspension Expulsion

Problem Area IV ATTENDANCE	Occurrence	Minimum	Maximum
TARDINESS	First Repeated	Handled by the individual teacher Handled by the individual teacher	Conference Suspension
UNEXCUSED ABSENCES/TRUANCY	First Repeated	Conference Conference	Suspension Expulsion