

2022-2023

Glendale School District

Student/Parent
Handbook

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Staff Directory

The main school office number is 541-832-1801, where you may reach us during school hours, or leave a message after hours. All administrators and faculty may be reached by email through a direct link from the school web page:

www.glendale.k12.or.us.

Use the following format to contact staff email accounts:
“firstname.lastname@glendale.k12.or.us”

District Office

Superintendent	
Executive Administrative Assistant	Jennifer LeBert
Technology Admin	Delwin Johnson
Athletic Director	
Transportation Director	Jack Marvin
Maintenance Director	Clinton Crites
Food Service Director	Shelly Martinez
Counselor	Chelsea Gregory
Bus Drivers	Paula Endfinger Robyn Richardson Nena Stewart Dominique Meeks

High School & Junior High

Principal	Greg Bryant
Secretary	
English/Drama	Mary Huls
Science	Tyler Long
History/Social Studies	John Stott
Math	Scott Perkins Jason Haggard
Physical Education / Health	Randie Callahan
Special Education	Randy Smolensky
Electives	Becky Williams Korina Worden Jack Marvin
Jr. High Math / Science	Austin Lawrence
Library Assistant	
Instructional Assistants	Leighila Burrows Megan Eldred Mehliss Jensen Becky Williams Ann Smith
Custodial Staff	Millie Lawrence Toni DeMaggio Dave Harris
Food Service	Michelle Gonzales
Graduation Coach	Susie Snelling

Elementary

Principal	Bridget McMillen
Secretary	
Pre-K / Pre-school	Kailee Kidwell
Kindergarten	Elise Halstead
1 st Grade	Anna Saylor
2 nd Grade	Angela Deere
3 rd Grade	
4 th Grade	Kristi France
5 th Grade	Graziella Sherer-Mathiesen
6 th Grade	Oscar Bishop
Special Education	
PE	Randie Callahan
Music	Jason Haggard
Title 1 Teacher	Kate Bowers
Library Assistant	Nena Stewart
Instructional Assistants	Debbie Smith Debbie Cast Debie Collins Jazzmine Cruz Abigail Morningstar Maryjane Martin Alyssa Unruh Pam Dietz Stacy Patryson Nena Stewart
Custodial Staff	Lenny Smith Belinda Smith
Food Service	Nancy Morningstar

District Beliefs

The Glendale School District Board of Directors believe in respecting students enough to set high expectations for each one. In the value of the individual and the strength of teamwork That the future of our community, state and nation depends upon the success of each student

MISSION STATEMENT

Our mission, in partnership with parents and the community, is to provide a safe environment for our students – where they can be educated, challenged, and inspired to reach their full potential.

STUDENT POLICIES, GOALS & OBJECTIVES

Through its student policies, the Board of Directors seeks to advance these goals:

- To enhance equal educational opportunities for all students
- To promote regular attendance
- To ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application
- To develop, in students, a sense of personal responsibility for their actions
- To assure student safety, health and welfare
- To deal justly and constructively with all students in matters of discipline
- To help students feel that they are valued as individual persons in the school environment.

GOAL-BASED EDUCATION

Glendale School District No. 77 has adopted a Goal Based Curriculum in all grades K-12. The goals in each subject area and course are based on the adopted Oregon State Department of Education's Common Curriculum Goals (CCG's) and Essential Learning Skills (ELS). If a parent would like to review any of the goals for any grade or subject, an appointment may be set up through the office.

District Policies

STUDENT RESPONSIBILITIES

Students are expected to:

- Be safe with self and others.
- Show respect and courtesy for others and their property.
- Be responsible for their own behavior.
- Be present, prompt, and prepared.
- Listen to and follow directions.
- Do their best.

ATTENDANCE

Students and parents are responsible for school attendance. Excessive absences may result in loss of credit, failing grades, removal from classes, and/or other alternatives.

A student who is to leave school during the day must have a parent/guardian notify the office. A student who becomes ill during the school day should, after notifying their teacher, report to the office.

Absence from school or class may be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
- Students will be considered absent if they fail to report to class within the first half of the class period.

Parents are responsible for clearing absences within three days after the student returns. This may be done by:

- Parents calling the school office when students are absent.
- Parents sending the school secretary an email.
- The student bringing in a note when they return to school. Students are responsible for giving the note to the office upon their return to school.

Students of legal age (18 years old) may, if approved by administration, be permitted to write their own absence excuse notes. This is a privilege and may be revoked if excessive absences occur.

MAKE-UP WORK

Make-up work will be allowed for all absences except expulsions.

It is the student's responsibility to get missed assignments and turn in make-up work on time. Students who are suspended will be allowed to make up unit examinations, midterms, and finals, especially when that work reflects achievement over a greater period of time than the length of suspension.

If students are absent for more than three consecutive days, parents should contact the school and make a request for school work. Teachers will need at least one day to get work together before it can be available.

EXEMPTION FROM COMPULSORY ATTENDANCE

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

- Employed full time;
- Employed part-time and enrolled in school part-time;
- Enrolled in a community college or other state-registered alternative education program.

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

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

Approved exemptions will be granted for a limited time only, must be renewed on a semiannual basis and will be reviewed by the school no later than the second week of each semester.

Parents/students 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.

ACADEMIC EXEMPTIONS

Students may be excused from a state-required academic program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

STUDENT RIGHTS

The Glendale School District has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting themselves and others to learn at school.

The right to due process of law with respect to suspension, expulsion, and decisions which the student believes may injure their rights; the responsibility to respond to the process with cooperation and respect for all parties involved.

The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights so that the rights of others to a safe and harassment-free learning environment are not compromised.

The right to privacy, which includes privacy in respect to the student's school records; the responsibility to use school lockers, classrooms and facilities for their legal and intended purposes only.

Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior. The standards of conduct will be available within this document.

COMPLAINT OR CONCERN

It is the philosophy of Glendale School District that students have an inherent right to express their personal grievances and that the school has a responsibility to address itself to those expressed grievances. The student should discuss any complaints with a teacher, counselor, or administrator of their choosing. If the results are not satisfactory, the student should report the matter to the principal, and the principal may arrange for a meeting to review the complaint. The hearing procedures are described in District policy BIDE-AR (8). If the complaint is based on discrimination of gender or disability, the student can make a report to the district's Title IX coordinator.

WITHDRAWAL FROM SCHOOL

A parent or guardian must contact the office in order to request a permanent withdrawal from school. A withdrawal slip must be signed by all of the student's teachers and returned to the office listing any fees or refunds to avoid delays in credit transfers.

LATE ENTRANTS

Students who have not been attending any school before the middle of a quarter (5th week) will receive grades based on work completed from the time of entry. Such students who enter after mid-quarter will not receive credit or grades for the quarter.

EMANCIPATED MINORS

An emancipated minor living in the district is considered a resident of the district. A minor claiming to be emancipated should submit proof as required by law.

MARRIED STUDENTS

Married students residing in the district are considered to be of legal age. The district encourages married students to complete requirements for their high school diploma and to participate in school activities under the same terms and conditions as other students.

PREGNANT STUDENTS

A pregnant student is encouraged to remain in school and to participate in all school-sponsored activities unless physically unable. The school district shall provide special services to pregnant individuals as need

TRANSFER STUDENTS

Transfer students seeking to graduate from Glendale High School are required to meet the minimum graduation requirements adopted by the Glendale School District. New students entering the school will have their transcripts evaluated by the principal or designee and acceptance of transfer credits will be determined at the discretion of the District.

Credits and attendance from accredited secondary schools will be accepted as though they had been completed in the District. Some classes may not be awarded the same credit designation but will still be awarded elective credit. It is possible that some of these requirements could transfer from other Oregon high school career programs.

Attendance credit and value of prior classroom credits for students transferring from private schools, alternative schools, nonstandard schools or programs, or foreign schools are determined solely by Glendale School District. Credit earned through home schooling will not be accepted toward satisfying graduation requirements of Glendale High School unless the credits were awarded by a program recognized and accredited by the State of Oregon.

DROPPING OR ADDING CLASSES

Students may not drop, discontinue, or add classes without permission of the principal and are subject to the following conditions:

- Student will be allowed to change their schedule only during the first two weeks of the semester unless it causes undue class size imbalances.
- Students must complete a schedule change form and include signature agreement from both teachers and a school administrator, as well as parent confirmation prior to approval.
- Classes dropped after the completion of the 9th week of a semester will result in an automatic failing grade for that semester.

OPEN PERIODS, LATE START, AND EARLY RELEASE

Students are not allowed to schedule open periods without permission from administration. Open periods are defined as blank periods that are between two scheduled classes.

Late start and early release periods are periods at the start or end of the school day, respectively. Students in their senior year may have late start or early release if their credits allow. Late start or early release students are expected to be off campus or in a designated area during these periods.

HONOR ROLL

An honor roll may be published at the end of each quarter for students that have earned a 3.50 GPA or better in that quarter. The student must be enrolled in a minimum of 5 letter-graded classes (not Pass/No Pass).

RECOGNITION OF STUDENT ACHIEVEMENT

In the event any student is to be recognized orally or in writing for school achievement(s) by a designated school official, that student has the right to refuse recognition. Students wanting to refuse recognition of student achievement must indicate such intent (in writing to a school counselor or administrator prior to September 15th of the current school year).

USE OF PASS/NO PASS FOR ACADEMIC CLASSES

The PASS/NO PASS grade is used as a class grade by agreement between the parent, student, teacher, and principal as a means of encouraging study in elective courses only. The decision to take that grading alternative must be made prior to the beginning of the class. A pass/no pass agreement paper must be signed by the student, parent, teacher and principal and be on file in the school office. Pass/No Pass grades will not be accepted for any classes required for the Honors Diploma (if available).

INCOMPLETE CREDITS

Students who receive a grade of "Incomplete" for a quarter class will be given one week to finish missing or incomplete work. After one week, their grade will be finalized with a standard grade.

GRADING SYSTEM (3rd-12th Grade)

<i>Letter</i>	<i>Meaning</i>	<i>High School Grade Point Average (GPA)</i>
A	Excellent	Credit = 4 points in GPA formula
B	Above average	Credit = 3 points in GPA formula
C	Average	Credit = 2 points in GPA formula
D	Below average	Credit = 1 point in GPA formula
F	Failure to meet grade requirement	No Credit = 0 in GPA formula
P	Pass	With credit = not counted in GPA formula
NP	No pass	No credit = not counted in GPA formula
NG	Not graded	No credit = not counted in GPA formula
I	Incomplete or In Progress	No credit = zero until grade change approved

Under ORS 339.280, teachers are permitted to consider a student's attendance in determining the student's grade, although a student's attendance shall not be the sole criteria for the reduction of a student's grade.

Grading (K-2nd Grade)

<i>Letter</i>	<i>Meaning</i>
E	Excellent
S+	Above Average
S	Average
S-	Below Average
N	Needs Improvement

CREDIT RETRIEVAL

Students who receive a grade of “F” for a high school credit-earning class may retrieve the lost credit using one of the following methods:

- Retake the class using the school’s online learning platform.
- Obtain administrator approval to “test out” of the class by passing a summative assessment to demonstrate content mastery.
- Adequately complete prescribed coursework in the relevant summer school class, if available.

COLLEGE CREDIT

Upper level courses offered in partnership with a community college give students the advantage of earning dual college and high school credit. For the purpose of determining credit equivalency, three college quarter credits/hours are equal to 0.5 high school credit.

CREDIT FOR WORK EXPERIENCE

Off-campus experiences are defined as learning experiences in which the majority of learning is supervised by adults other than district employees. Work experience is a type of off-campus learning which is eligible for credit under certain conditions. Prior release and approval by the school is necessary.

130 work experience hours, verified by a pay stub or the equivalent, are required to earn 0.5 credit. Students may earn no more than 4 credits off-campus during their high school years. Only 0.5 credit will be awarded for off-campus work experience per semester. On-campus work experience shall carry 0.5 credit per class per semester. No more than 1 credit may be allowed under any job description per semester.

Pass/No Pass will be given for off-campus experiences. Letter grades may be given instead for on-campus experiences but require pre-approval by the principal.

CLASS STANDING

Students shall be advanced in title (Freshman, Sophomore, Junior, Senior) along with the cohort with whom they started high school; however, only students with the appropriate number of credits are considered on track for graduation. Only students in good academic standing will be eligible for certain honors and activities, or to represent their class in leadership positions.

STATE ASSESSMENT TESTS

The State of Oregon requires all 3rd-8th and 11th grade students to take the Oregon state adopted standardized tests to meet their Essential Skills requirements. Students will test in Reading/Literature, Writing, and Mathematics, as well as Science and Social Studies as applicable. These tests cover the benchmarks defined by the state-adopted content standards.

High school students may also meet the Essential Skills requirements by demonstrating their knowledge and skills on work samples in the areas of Mathematics and Writing. Students who do not pass all the tests during 11th grade are given additional instruction and opportunities to pass work samples during their senior year.

Students may opt-out of the statewide assessments as provided by state law. The district shall provide the required notice and necessary forms to the student, as well as supervised study time for students who are excused from participating in the assessment.

Graduation Requirements

All seniors must pass their Senior Paper and Senior Speech in order to graduate; each of these requirements may be completed within the context of the senior English classes or other classes. They may also satisfy these requirements by completing an alternative assessment. They must also pass the state assessment/essential skills requirements prior to graduation as required by the State of Oregon.

GHS DIPLOMA TYPES

Students at GHS may receive one of the following:

Glendale High School Standard Diploma

Granted to a senior student who has successfully completed all of the school and state requirements for graduation.

Glendale High School Modified Diploma

Granted to certain senior students as determined by their Individualized Education Plan (IEP) upon completing the specified school and state requirements for graduation below.

Certificate of Achievement

Granted to certain senior students as determined by their IEP upon completing all required coursework and attendance standards stipulated in the IEP.

OREGON DIPLOMA REQUIREMENTS

Requirements or Credits by Subject	Standard Diploma	Modified Diploma (IEP only)
English/Language Arts	4	3
Mathematics	3	2
Science	3	2
Social Science	3	2
Physical Education (PE)	1	1
Health	1	1
Fine Arts, Second Language, or Career/Technical Education (CTE)	3	1
Electives	6	12
Must Pass State Tests/Essential Skills	Reading, Writing, Math	Same as Standard Diploma. Tests may be modified
TOTAL CREDITS	24 Credits	24 credits

GRADUATION EXERCISES

Any high school student eligible for a diploma or alternate certificate may participate in graduation exercises. Only students who have met the requirements of one of the approved diploma or certificate types will be allowed to "walk" in the formal graduation exercises. A voluntary baccalaureate exercise may be scheduled at the discretion of the graduating senior class.

Senior students who have not attained the required credits by the beginning of their senior year will be required to meet with the principal by October 1st to establish a plan of credit retrieval by the end of the first semester and will meet again prior to February 15th to evaluate student progress. Final determination of graduation eligibility will be made by mid-May prior to the May school board meeting. The student may petition the superintendent and Board for a final decision at that time.

WITHHOLDING OF RECORDS

Pursuant to ORS 339.260, the district may withhold the grade reports, diploma, or other records of students who owe fees, fines or damages they must pay. Records requested by another school district in order to determine a student's appropriate placement may not be withheld.

EARLY GRADUATION

Early graduation refers to the completion of all requirements for graduation in less than 12 years. Parents must submit a letter of intent to the principal, usually one year prior to graduation, stating the purpose for the request with the student's plan. The principal, parent, and student will then meet to evaluate and adjust the plan. The student's Grade Point Average (GPA) must be 2.0 or better by the end of the 1st semester of their junior year. All state and school requirements must be completed.

DELAYED GRADUATION

Delayed graduation refers to the completion of all requirements for graduation in more than 12 years. Delayed graduation is allowed when the student has not met the minimum requirements and the student desires to further their education. Students delaying graduation shall be placed in courses on the basis of credits to be earned.

Grades K-2

<i>Letter</i>	<i>Meaning</i>
E	Excellent
S+	Above Average
S	Average
S-	Below Average
N	Needs Improvement

School Activities

ATHLETICS & EXTRA CURRICULAR ACTIVITIES

Glendale Schools are a member of the Oregon School Activities Association (OSAA). A student who participates in any inter-school contest must conform to the eligibility requirements of the association and the school.

Athletes and other participants must be in school all day on the day of the activity, or in school all day the day before if the sporting/extracurricular event is on a non-school day, in order to participate. Any student with an unexcused absence may not attend a school event on that day. An exception is made in the case of a student who brings a dated note from a medical appointment on that day. Also, athletes must be in school all day following an activity if the activity was on a school day.

EVENT BEHAVIOR

Students and parents are reminded that they represent the school as fans at athletic or other events. We urge them to set an example for all those around them by showing pride in our school and being enthusiastic. Sporting event spectators must abide by school guidelines and OSAA rules governing fan behavior.

ASSEMBLIES

Assemblies are considered a vital part of the educational program in which all or part of the student body participate in special presentations or activities. Attendance at assemblies is mandatory unless otherwise arranged.

CLUBS

A club is a type of student group within a school which is formed for the purpose of sharing common interests, performing service, or recognizing achievements. Clubs are an integral part of the educational program of the Glendale school system. All clubs shall operate according to democratic procedures and shall not discriminate on the basis of race, sex, religion, or national origin.

All clubs must be approved, chartered, and regulated by the Superintendent. Clubs must have a staff advisor and meet according to established regulations. Clubs must submit an updated list of current officers as well as a statement of purpose to the Superintendent at the start of each school year.

GANGS AND UNAPPROVED STUDENT GROUPS

No unapproved student organization of any kind, will be permitted. No hazing of any student is permitted. The Administration may order the suspension or expulsion of any pupil who belongs to an unapproved student organization or hazing another student.

No student on District property or at any District activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech or non-verbal (gestures, handshake, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs.

STUDENT ACTIVITY FUNDS

Student activity funds are funds raised or collected by and/or for school-approved student groups (clubs, sporting teams, classes, etc.) excluding those funds budgeted in the general school district fund. Student activity funds will be collected and expended for the purpose of supporting the school's co-curricular activities programs.

The District will be responsible for administering student activity funds.

All student activity funds will be received and deposited according to District policy and acceptable accounting procedures. All activity accounts will be audited. All student activity fund expenditures must be approved by the administration.

Fund-raising projects involving the sale of products must be approved by a student group advisor and by the administration before the activity is initiated

STUDENT PUBLICATIONS

Students are required to submit any school-sponsored publications for approval prior to distribution. School administrators must make available to students the standards for approval and distribution.

Some publications, such as the yearbook and school newspaper may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Any commercial advertisements in such publications will conform to Board regulations.

STUDENT ROYALTY COURTS

High school students may participate in student royalty courts to be selected by the student body for Homecoming and Prom only.

Specific rules for each court may be determined by the Associated Student Body (ASB)/Leadership class with approval by the school administration. All students selected for courts must be full-time students, have maintained a minimum 2.0 GPA in the previous grading period, be enrolled in at least 5 classes, and be passing all current classes according to the student's latest progress report. No student may repeat a specific court.

TRANSPORTATION (ACTIVITIES/ATHLETICS)

The school district will provide transportation for most co-curricular activities and all school-sponsored athletic trips. Private transportation may be used for small groups when school vehicles are not available or when this would prove economical. Private transportation may only be used upon approval by school administration and a school-approved adult must be the driver.

DANCES

All individuals attending school-sponsored dances are expected to conduct themselves in a manner consistent with school rules and regulations. Inappropriate behavior and infractions will be reported to the dance chaperones and/or administration, and may be reported to local law enforcement.

The following applies to all school dances:

- No student may leave the dance and return, unless approved by the designated gate chaperone.
- Students must arrive during the first hour of the dance and will not be admitted thereafter.
- Dances must conclude no later than 10:30 pm.
- Proper dress and hygiene for some dances consists of what is normally acceptable for school dress attire. Formal dances (Winter Formal and Prom) call for special attire which will be announced prior to the dance.

Guests

- Guests are defined as high school students who do not attend Glendale schools or non-students. No persons aged 21 or older may attend dances. No junior high or elementary students are permitted to attend high school dances.
- All guests will be required to show photo I.D. proving their age and/or student status.
- No guest passes will be issued for dances other than Homecoming, Winter Formal, and Prom.
- Dance guests must obtain prior approval by having a Glendale student complete the guest pass approval process beforehand in order to attend. Applications must be submitted to the school office at least 3 days prior to the dance. Guest passes will not be issued at the dance and applications that are filled out late may be denied.
- School staff reserves the right to refuse admittance to any student or guest. Dance attendees will be required to leave if their behavior is inappropriate.

After-Game Dances

After-game dances will start promptly following the game. Admittance for students is open for the first 30 minutes after the game. Game participants may be allowed in after that time. Other late arrivals must have prior administrative approval.

Behavior and Disciplinary Procedures

BUILDING SECURITY

To ensure that the building remains a safe and secure place for students and staff, the following procedures will be enforced:

- Visitors must check into the office as the first order of business.
- Visitor tags will be issued and visibly worn by visitors to help students and staff members recognize them as authorized visitors.
- Staff will question unknown persons on school property if they do not have a visitor's nametag.
- Visitors, including parents, may be denied access to school property if their conduct, in the judgment of a building administrator, is disruptive and interferes with the educational process.

USE OF PRESCRIBED MEDICINE AT SCHOOL

Ideally, all medicine should be given at home; however, any student who is required to take prescribed medication at school should comply with the following procedures:

- The school must receive written orders from a physician indicating the name of the student, name of the drug, dosage, time interval that the medication is to be taken.
- Written permission from the parent or guardian requesting that the school district comply with physician's orders also must be received.
- Medication brought to school by the parents shall be kept in a container appropriately labeled by the pharmacy or physician.
- One member of the staff shall be designated to secure the safety of student medications. A locked cabinet shall be provided for the storage of medication.
- Opportunities shall be provided for communication between the parent, school personnel, and physician regarding the necessity for assisting the student to take the medication during school hours. The parent or guardian will be notified by a designated member of the school staff as quickly as possible after an emergency occurs. The parent's current telephone number must be made available to the school.

ALCOHOL/TOBACCO/DRUGS

Glendale schools are Tobacco Free Zones. The possession, use, or distribution of tobacco, e-cigarettes, or vapor pens on campus is prohibited. Lighters of any kind are prohibited on school district property.

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation (minor in possession) subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation subject to a fine, as provided by ORS 163.575.

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

STUDENT VISITORS

Glendale School District does not allow visitations by students from out-of-district, except with prior permission from school administration.

INTERROGATION & SEARCHES

If probable cause is established, school officials may search the personal property, including the facility, locker, or property provided by the school, and seize any property deemed injurious or detrimental to the safety and welfare of students and personnel.

Search of a student's belongings may be conducted when there is probable cause to believe that the particular student is concealing evidence of an illegal act or school violation. Search of student's person may be conducted by a law enforcement official.

Illegal items (firearms, weapons, narcotics, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by school officials and turned over to the proper authorities.

At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment and of the intent of the school personnel to conduct routine searches.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present when possible. An effort will be made to contact the parent/guardian/custodian so that the responsible adult may be notified of the situation.

If custody and/or arrest are involved, the principal will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

VANDALISM

Any student caught or proven to be guilty of vandalizing school property shall be subject to a parent conference, suspension from school, and restitution of the damages. Further disciplinary measures may also include loss of student activities or other discipline (for example, a "service project".) Law enforcement agencies may be contacted.

Students and citizens are urged to cooperate in reporting any incidents of vandalism/malicious mischief and the name(s) of the person(s) believed to be responsible to the appropriate school personnel. If the vandal being reported is not a student of the Glendale School District, the police will be contacted immediately.

If the principal requests such a parent conference, the student may be suspended awaiting the time of the parent conference, not to exceed five school days. If the parent conference does not result in a satisfactory solution to the question of the student involvement in the vandalism act and appropriate restitution, the principal will notify the superintendent and will also request police involvement in the matter.

If in the principal's best judgment, the matter cannot be processed in the above prescribed manner without jeopardizing the opportunity to determine the vandal and rectify the problem, then the police can be called in immediately but not before the parent(s)/guardian(s) has been contacted.

As a conclusion to the incident, the building principal will submit a report of the vandalism and the resultant remedy to the superintendent, who will report such matters to the school Board.

WEAPONS

Possessing a dangerous weapon or using any object to inflict bodily injury to another person. No snowballs, squirt guns, or other water devices are allowed to be used in an aggressive manner toward other students, staff or property.

Weapons and replicas of weapons are forbidden on school property. Under Oregon law, "dangerous weapon" means any weapon, devise, instrument, material or substance, animated or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. The act of intentionally bringing a weapon within 1,000 feet of a school is a felony and is punishable by up to five (5) years imprisonment and/or a fine of up to \$100,000.

A student bringing a weapon onto school grounds (including in an automobile) is in violation of this statute. A student found in violation will be suspended from school. The incident will be reported to the student's parents and may be reported to the local law enforcement agency. The administration will consider and may pursue the expulsion process.

AUTOMOBILE MISUSE

Misusing an automobile on school property or within the school zone (speeding, unsafe driving, violating parking or vehicle use regulations) are subject to disciplinary and/or legal consequences. These regulations include:

- Students must have a valid driver's license issued by the state of Oregon.
- Students must show proof of liability insurance.
- Students must obey all traffic laws and drive in a safe manner on and around the high school campus.
- Once students arrive at school they are expected to attend class and must obtain permission from the office to access their vehicles.

OFF-CAMPUS LUNCH

Students will not be allowed to leave campus for lunch without meeting requirements established by their school. If they don't meet the requirements, once a student arrives on campus, they will not be permitted to leave until school is over or a guardian signs them out.

BICYCLES & SKATEBOARDS

Bicycles ridden to school by students must be parked in a designated area on school grounds and should be locked. Because of safety and liability issues, bikes and skateboards may not be ridden anywhere on campus during the school day. Students under the age of 16 must wear a helmet as required by law.

BUS CONDUCT

- Students being transported are under the authority of the bus driver.
- A time schedule will be posted in the bus and it shall be followed.
- Students must be on time for the bus.
- Students must remain seated while the bus is in motion.

- The bus driver may assign seats.
- Students must not extend their hands, arms, or heads through the bus windows.
- Students need written permission from parents to leave the bus at locations other than home or school.
- Loud or vulgar language is prohibited.
- Students must not open or close windows without permission of the driver.
- Students must be courteous to the driver, fellow students, and passers-by.
- Students must keep the bus clean and undamaged.
- Students who refuse to promptly obey the directions of the driver, or refuse to obey regulations, could forfeit their right to ride the bus.

PERSONAL ELECTRONIC DEVICES

Students are not allowed to use personal electronic devices during the class period without school administration permission.

Messages must be delivered to students through the main office. Parents should not contact their child during school hours expecting them to answer. If you need to contact your child, call the school building office and we will contact them for you. Every classroom has a telephone that students can use in case of emergency.

Students may be allowed to use their personal electronic devices before and after school, as well as during lunch and passing periods; otherwise, they are to be put away during class time. Students may not leave class to use their devices. If teachers see or hear personal electronic devices, it is considered an infraction of this policy and disciplinary action may be taken. Per School Board policy, teachers and administrators may confiscate such devices.

There is a student phone located in the main office. Students will not be called out of class for phone calls except for emergencies. Students must show respect at all times and not abuse this privilege or it may be revoked.

COMPUTER USE AND INTERNET ACCESS

Students should not bring CDs or flash drives to use on any computer within the Glendale system without appropriate screening by a staff member. If outside work needs to be imported into the Glendale system only a teacher may do so.

E-mail access is allowed only through the school provider and is made available to students as needed for educational purposes. Chat rooms and other networking sites are prohibited unless set up by a teacher for educational purposes.

INTERNET/STUDENT ACCOUNT

The district has created policies on acceptable use of electronic mail and the Internet. It is required that a completed, signed Student Internet Use Agreement be returned prior to your student being allowed access to the internet. Permission must be renewed annually.

A parent/guardian may revoke this permission at any time with written notification to the school.

DRESS CODE

In the interest of promoting a safe, united, and orderly learning environment, all students are expected to adhere to common practices of modesty, cleanliness, and neatness, and to dress in such a manner as to not detract from the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise disruptive to the educational process is prohibited.

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Administrators, teachers, and other certified support personnel are responsible for enforcing the dress code.

Students will be offered a chance to change their clothing and may be provided with dress code compliant clothing. Students who fail to comply with the dress code may be subject to disciplinary action to be determined by school administration. Clarification regarding apparel should be obtained from the school administration prior to wearing the apparel to school.

The following policies may also be subject to temporary exception by administration.

Pants

Students may wear jeans, khakis, slacks, and sweatpants of any color. Pants must conform to the following:

- Must be free of any rips or tears bigger than the size of the student's fist.
- Must cover underwear and backside at all times, regardless of movement.
- Spandex, bicycle, pajama, and flannel pants are prohibited.
- Must be worn above the hip at all times.

Shorts/Skirts/Dresses, etc.

Shorts and skirt must:

- Be at arm's length or longer, regardless of the accompaniment of leggings.
- Cover underwear and backside during all bodily movement.
- Be free of any rips or tears, including designer apparel that have been intentionally ripped or torn larger than student's fist.
- Be composed of nontransparent material at least to knee length.

Shirts

All shirts must meet the following criteria:

- Sleeves must have a measurable underarm seam.
- Must be able to be tucked in even during movement (although does not have to be tucked in) so that midriff remains covered at all times.
- Neckline must not extend below the collarbone.

Footwear

Footwear must be worn at all times. Bedroom slippers are not permitted.

Accessories

Dangerous jewelry such as dog collars, fish hooks, wallet chains, belt chains, spike jewelry, etc. are not permitted. Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

Head Coverings

Head covering rules may be subject to change by administration. Hoods may not be worn indoors.

FOOD/DRINK

Food and drink are allowed in the cafeteria and common areas. Food and drink may be allowed in classrooms or the office at staff discretion, but are not allowed in the library or computer room. Students with special needs regarding the consumption of food or drink should check in with the main office.

GIFTS

Students and their parents are discouraged from giving gifts to District employees. The Board welcomes the writing of letters by students or their parents to staff members expressing gratitude and appreciation.

PUBLIC DISPLAY OF AFFECTION

School is not the place for a public or physical display of affection. Intimate displays of affection that disrupt the school environment are not appropriate. Unwanted displays of affection are in violation of sexual harassment protocols and subject to disciplinary actions.

DISCIPLINARY ACTIONS

School officials may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time.

The following guidelines will be adhered to by the District:

- Fair treatment for each student shall be such as to protect them from arbitrary and unreasonable decisions.
- All decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of school policies as well as student rights and responsibilities.
- All students shall be afforded the opportunity to familiarize themselves with the District rules and procedures by which the schools are governed and processes by which discipline may be involved.

Definitions of Consequences

Detention - The assignment of the student to an alternate learning environment for a specific period of time as determined by school staff.

Suspensions:

In-school - The assignment of the student to an alternate learning environment for part or all of the school day for a specific number of days as determined by school staff. May also prohibit participation in extracurricular activities.

Out-of-school - The prohibition of the student from school grounds for a specific number of days as determined by school staff, including extracurricular activities.

Expulsion - Removal of the student from in-person education for up to one calendar year.

Infractions and Consequences

The infractions below may be subject to the given consequences. In all cases, parents/guardians will be notified. Students may also be referred to the School Counselor with parent permission.

Since some of these infractions also violate state laws, school officials may need to notify the appropriate law enforcement authorities. If the police authorities are notified, legal guardians will be contacted. Any action taken by the police authorities will be in addition to action by the school.

Use of the word “suspension” below may be implemented as “in-school” or “out-of-school” at the discretion of school administration.

The following consequences may be implemented by school officials at their discretion.

<i>Infraction</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Possession, Use, or Distribution of Alcohol/Tobacco/Drugs or Related Paraphernalia	1-2 day Suspension	2-4 Day Suspension Possible Expulsion Hearing	Suspension Pending Expulsion Hearing
Arson/Possession of Weapon	1-4 Day Suspension Possible Expulsion Hearing	Suspension Pending Expulsion Hearing	
Assault/Fighting	1-4 Day Suspension Threat Assessment Possible Expulsion Hearing	4-8 Day Suspension Threat Assessment Possible Expulsion Hearing	Suspension Pending Expulsion Hearing
Defiance, Disrespect, or Insubordination	Detention Possible Suspension	1-3 Day Suspension	2-4 Day Suspension Possible Expulsion Hearing
Vandalism/Destruction of Property	Restitution 1-3 Day Suspension	Restitution 2-4 Day Suspension Possible Expulsion Hearing	Suspension Pending Expulsion Hearing
Disruptive Behavior	Possible Detention or Other Consequence	Detention or Other Consequence Possible Suspension	Suspension Possible Expulsion Hearing
False Fire Alarm	Detention or Other Consequence Possible Suspension	1-4 Day Suspension Possible Expulsion Hearing	Suspension Pending Expulsion Hearing

<i>Infraction</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Disruptive/Inappropriate Cell Phone Usage	Warning Phone confiscated and returned same day.	Phone given to administration and parent must pick it up.	Phone given to administration and no phone allowed at school.
Bullying (including Cyberbullying), Extortion, Harassment, or Threat to Others	1-4 Day Suspension Threat Assessment Possible Expulsion Hearing	4-8 Day Suspension Threat Assessment Possible Expulsion Hearing	Suspension Pending Expulsion Hearing
Cheating/Plagiarism	No Credit on the Assignment	No Credit on the Assignment Detention or Other Consequence	Possible Failure and Removal from Class Possible Suspension or Expulsion Hearing
Skipping Class/School	Parent Contact Possible Detention or Other Consequence	Detention or Other Consequence	Possible Suspension or Possible Expulsion Hearing
Forgery/Lying	Parent Contact Possible Detention or Other Consequence	Detention or Other Consequence Possible 1-2 Day Suspension	2-4 Day Suspension Possible Expulsion Hearing
Theft/Burglary	Restitution 1-4 Day Suspension Possible Expulsion Hearing	Restitution 4-8 Day Suspension Possible Expulsion Hearing	Restitution Suspension Pending Expulsion Hearing
Use of Profane, Offensive, or Obscene Language or Actions	Detention or Other Consequence Possible 1-4 Day Suspension	1-4 Day Suspension	5-10 Day Suspension Possible Expulsion Hearing
Other Infractions	A student shall comply with directions of school personnel during any period of time when they are under the authority of the school. Students who do not respond to guidance or minor discipline, or are consistently at odds with school discipline, may be subject to further disciplinary action.		

GLOSSARY OF TERMS:

ALCOHOL/TOBACCO/DRUGS - Using, possessing, distributing or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile) are strictly prohibited.

ARSON - Using fire to destroy or attempting to destroy property.

ASSAULT - A physical attack by one person or a group of persons on another who does not wish to engage in the conflict.

BULLYING – The use of an imbalance of power by a student or group of students to intimidate, ridicule, or abuse an individual.

CHEATING/PLAGIARISM - Deliberately attempting to deceive by example, copying another student's assignments or test, using instructional materials without permission, or allowing someone to copy or utilize your materials. The use of notes, outside sources, inappropriate forms of communication (signals, text messaging, talking, etc.) which are not permitted by the instructor during quizzes, tests, papers, or exams is strictly prohibited. This may also include the use of a translator and other online sources.

CYBERBULLYING - Cyber bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

DEFIANCE/INSUBORDINATION - Refusing to follow the reasonable request of school personnel in the classroom, on campus, or at an activity. Failing to identify self or provide requested information or showing disrespect.

DISRUPTIVE BEHAVIOR – Actions which interfere with the learning environment or functioning of the school.

EXTORTION - Demanding money, or something of value (e.g. lunches) from another in return for protection from violence or threat of violence.

FIGHTING - Having or threatening physical contact with another person with the intent to inflict harm, even in self-defense.

FORGERY/LYING - Writing or giving false or misleading information to school officials.

HARASSMENT - Harassment includes, but is not limited to, repeated harmful actions against an individual, as well as discrimination on the basis of race, religion, sex, gender identity, sexual orientation, national origin, disability, parental or marital status, or age. Sexual harassment includes any unwanted inappropriate displays of affection, comments of a sexual nature, or other unwanted sexual words, gestures, physical contact, etc.

PROFANITY - Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions, or unacceptable decorations on clothing or personal belongings.

THEFT - Taking, giving, or receiving property not belonging to you.

THREAT - Making statements or acting in ways that intimidate another person(s).

VANDALISM - Intentionally destroying objects or materials belonging to the school, students, staff, or other persons.

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Signature Page

Student Name (print) _____ Grade _____

Parent/Guardian Name (print) _____

I acknowledge I have read the Glendale School District Student/Parent Handbook and agree to support the school rights and responsibilities as stated therein.

Student Signature _____

Parent/Guardian Signature _____

These will be filed in the office to verify that the school rules have been read and understood by all students and parents.