

Lakeview High School/Daly Middle School

Student Handbook

2016-2017

BOARD POLICY, LAKEVIEW SCHOOL DISTRICT #7

It is understood that the Lakeview School District School Board of Directors will be governed by a set of written policies. "Policy" shall be understood to be those general principles adopted by the Board which will be used as guidelines for the administrative and professional staff in the management of Daly Middle School and Lakeview High School. The adopted policies shall be specific enough to indicate a course of conduct to be followed by the administrative and professional staff and broad enough so as not to be unduly restrictive and to allow latitude, recognizing that various factual situations necessitate different courses of action even though the same policy is being followed. (Lake County School District # 7 Policy "BF")

ADMINISTRATOR'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administration to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

MISSION STATEMENT

It is the mission of Lakeview High School and Daly Middle School, in partnership with our community, to provide and promote a safe learning environment, high academic expectations, ethical and responsible citizenship, and life-long learning.

TELEPHONE DIRECTORY

DMS/LHS Main Office

541-947-2287

OUR PHILOSOPHY

Lakeview High School/Daly Middle School serves a relatively stable district, a small town where education and community service are valued. The college scholarships available from the educational trusts of Bernard Daly, Collins-McDonald, and Burt Snyder have promoted advanced education in this isolated Eastern Oregon setting. Community service is expected and encouraged.

LHS/DMS provide educational experiences to enable students to be life-long learners and to make positive contributions to the communities in which they will live. While at LHS/DMS, students develop skills in critical thinking, problem solving, literacy, research, and computation. They also accumulate a broad basis of general knowledge and skills that enables them to be contributing citizens in a democratic society. Students' schedules include a variety of courses and participation in co-curricular activities. Teachers are life-long learners who model the skills and attitudes they promote in their students.

LHS/DMS takes pride in its commitment to having a personal interest in each of its students. Students are expected and encouraged to reach their individual potentials; obtain counseling with academic, social, or personal concerns; model positive attitudes and appropriate behaviors; value wellness; and maintain healthy lifestyles.

COAT OF ARMS

The escutcheon (shield) is divided into four parts or bearings: The dexter bearing displays a honker, which represents the school’s mascot and wildlife of the area. The sinister bearing portrays the crossed branding iron and axe, emblematic of local industry. Taken from the family coat of arms of Dr. Bernard Daly, patron of Lake County education and founder of the Bernard Daly Educational Fund, the lower bearing portray a tree and hound. The central bearing has two functions: In an inverted V, the lines of its upper border represent the mountains of Lake County, and the lower border of wavy lines represents the shores of lakes. The escutcheon is crowned by the lamp of knowledge.

BOARD OF DIRECTORS

Stefani Roseberry	chair	Barry Shullanberger	director
Annie Bunten	vice chair	Pete Schreder	director
Dustin Gustaveson	director		

Superintendent: Will Cahill

SCHOOL DISTRICT #7 NOTICE

Lakeview High School/Daly Middle School recognizes the importance of and is in compliance with Title VI of the Federal Civil Rights Act of 1964, whereby no student will be discriminated against on the grounds of race, color, or national origin; Title IX of the Education Amendments of 1972, whereby no student will be denied participation in or excluded from any program of this school on the basis of sex; and Section 504 of the Rehabilitation Act of 1973, whereby no otherwise qualified handicapped student shall solely by reason of a handicapping condition, be excluded from participation in or denied the benefits of any program or activity offered by this school.

Lakeview High School/Daly Middle School reconoce la importancia de y es conforme a Titulo VI del Federal Civil Rights Act of 1964, con que ningun estudiante se diferenciara contra raza, color, o el origen nacional; Titulo IX del Education Amendments of 1972 con que ningun estudiante se negara participacion en o se excluire de cualquier programa de esta escuela, en base al sexo; y Seccion 504 del Rehabilitation Act of 1973 con que ningun estudiante calificado incapacitado, debe solamente por causa de una condicion estorbando, sea excluido de la participacion en o sea negado los beneficios de cualquier programa o actividad ofrecidos por esta escuela.

Oregon Administrative Rules (OAR) require annual public notice on a variety of educational topics and activities. Residents of Lake County School District #7 are hereby given due notice as follows:

1. The district’s personnel policies are on file at 1341 South First Street, Lakeview, Oregon, and may be reviewed there during normal business hours.
2. The school district shall consider (upon request) and may excuse students from a state-required program or a specific learning activity, where necessary, to accommodate a student with handicapping disabilities or religious beliefs.
3. The school district, in accordance with state law, does provide alternative education program “recommendations and notice” upon the second or subsequent occurrence of a severe disciplinary

problem within three years; upon the finding that attendance is so erratic that the student is not benefiting from the regular educational program; upon consideration of expulsion; and upon the request by either an emancipated minor or legal guardian for exemption for “compulsory attendance.”

4. The school district shall allow credit for alternative programs as outlined in a student’s board-approved individualized alternative plan.
5. All public schools are required to keep student records. Local school board policies are required to control the use of such records in accordance with state and federal law. Academic and attendance records are required to be transferred to another educational institution upon notification of enrollment. Behavioral records may be transferred only upon request of the parent/guardian or eligible student. The district will, from time to time, share student directory information following district policy and federal law.

The school district intends to publish directory information relating to its students including name, address, phone number, date and place of birth, parent/guardian names, most recent previous educational agency or institution attended, grade level, dates of attendance, honors and awards, photographs, major fields of study, participation in officially recognized activities and sports, and height and weight of athletic team members. If parents/guardians object to directory publishing, the parents/guardians should contact their student’s building principal.

Prior to releasing directory information, the school must give public notice of the categories it has designated as directory information. Ten (10) days shall be allowed prior to publishing the material. Parents/guardians may, by notice to the school, prevent the school from publishing any and all of such information relating to their children unless written consent is given prior to each release.

Section 9525 of “The No Child Left Behind Act of 2001” requires each local education association that receives funds under the ESEA to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. However, parents may request that such information not be released for their child without prior written consent by contacting the high school. Parents have the right to review the teaching licenses of their student’s teachers.

6. Disclosure of social security numbers (SSN) is voluntary. The school district will use the SSN for record keeping, research, and reporting purposes only. The district will not use SSN’s to make any decision directly affecting students or any other persons. The SSN’s will not be given to the general public. Students not providing SSN’s will not be denied any rights. Parents/guardians/students who provide SSN’s consent to their use as described.
7. All students will have the opportunity every week to salute the United States flag by reciting the Pledge of Allegiance.
8. Lake County School District #7, in compliance with the Fingerprint-Based Criminal History Law effective January 1, 1994, shall collect and process fingerprints and other criminal history information for all newly hired persons, including but not limited to all classified employees and their substitutes,

employees of a contractor, and non-licensed coaches from the community. All shall be subject to this provision if there exists any opportunity or probability for student contact through personal communication or touch when not under direct supervision. The finger-printing process for licensed employees (teachers and administrators) will be conducted by the Teacher Standards and Practices Commission.

9. Oregon Revised Statute 419B.010 requires any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child shall report or cause a report to be made. Public and private officials include all school employees.

DAILY CLASS SCHEDULE

Regular class schedule:

LHS:		DMS:	
1st	7:54-8:44	1st	7:54-8:44
2nd	8:49-9:39	2nd	8:49-9:39
LHS break	9:39-9:45	3rd	9:44-10:34
3rd	9:50-10:40	DMS break	10:34-10:40
4th	10:45-11:35	4th	10:45-11:35
5th	11:40-12:30	5th	11:40-12:35
Lunch	12:30-1:10	Lunch	12:35-1:10
6th	1:15-2:05	6th	1:15-2:05
7th	2:10-3:00	7th	2:10-3:00

Early Release class schedule:

LHS:		DMS:	
1st	7:54-8:37	1st	7:54-8:37
2nd	8:41-9:24	2nd	8:41-9:24
LHS break	9:24-9:29	3rd	9:28-10:11
3rd	9:34-10:17	DMS break	10:11-10:16
4th	10:21-11:04	4th	10:21-11:04
5th	11:08-11:51	5th	11:08-11:51
Lunch	11:51-12:26	Lunch	11:51-12:26
6th	12:30-1:13	6th	12:30-1:13
7th	1:17-2:00	7th	1:17-2:00

Morning Assembly/Activity schedule:

LHS:

Activity	7:54-8:24
1st	8:28-9:13
2nd	9:17-10:02
LHS break	10:02-10:07
3rd	10:12-10:57
4th	11:01-11:46
5th	11:50-12:35
Lunch	12:35-1:15
6th	1:20-2:08
7th	2:12-3:00

DMS:

Activity	7:54-8:24
1st	8:28-9:13
2nd	9:17-10:02
3rd	10:06-10:51
DMS break	10:51-10:56
4th	11:01-11:46
5th	11:50-12:35
Lunch	12:35-1:15
6th	1:20-2:08
7th	2:12-3:00

Afternoon Assembly/Activity schedule:

LHS:

1st	7:54-8:42
2nd	8:46-9:34
LHS break	9:34-9:39
3rd	9:44-10:29
4th	10:33-11:18
5th	11:22-12:07
Lunch	12:07-12:42
6th	12:46-1:31
7th	1:35-2:25
Activity	2:30-3:00

DMS:

1st	7:54-8:42
2nd	8:46-9:34
3rd	9:38-10:23
DMS break	10:23-10:28
4th	10:33-11:18
5th	11:22-12:07
Lunch	12:07-12:42
6th	12:46-1:31
7th	1:35-2:25
Activity	2:30-3:00

FEES AND ASB CARDS

1. **Textbooks:** Textbooks are checked out to students and become their responsibility. A fee will be assessed up to the full replacement cost of each damaged, defaced, or lost book. Students must turn in the books that are checked out specifically to them.
2. **Combination identification/student body/sports card \$20:** This entitles the student to membership in the Associated Student Body (ASB) and the rights to hold ASB and class offices, to vote, and to participate in student body activities. LHS/DMS students are required to purchase a student body card. This card grants LHS/DMS students free admission to home athletic contests.

Participation fees: Participation fees will be charged at all schools. The board of directors will determine the amount of the fee each year before school begins. Fees will be charged for all sports, intramurals, and activities. In order to participate, all fees must be paid before the first game/activity/performance. If a participant participates in the first contest, the fee will not be refunded. If an athlete is cut from the team, the fee will be refunded. Students owing fees will not be allowed to participate in an activity until all fees are paid. Students in activities with salaried advisers will pay the activity fee.

LHS sports (per sport).....	\$ 100.00
DMS sports (per sport).....	\$ 100.00
LHS activity (per activity).....	\$ 40.00
Family DMS/LHS sports fee maximum	\$300.00

INSURANCE

The school district takes reasonable precautions to protect the personal safety of each individual. However, if a student is involved in an accident in school, the teacher and administrator should be notified immediately. An administrator will assist parents/guardians in filing claims with the district's insurance agent if parents/guardians feel that the accident was due to negligence on the part of the school district. Also, the school district's insurance does not cover personal items which may be lost, stolen, or vandalized. Students are reminded not to bring valuables to school. LHS/DMS will not be responsible for valuables that are lost or stolen.

The school district does not carry a general medical coverage policy which pays medical expenses if a student is injured accidentally during school time. For this reason, parents/guardians are urged to make sure their private insurance carriers cover their students if they are accidentally injured at school.

Parents/guardians who do not have adequate coverage may wish to consider applying for the student accident benefit plans available through the school. Insurance brochures which describe various plan options and fees are available in the school offices. This insurance is provided by an independent company which is not connected to any school district policy. Evidence of some type of medical or accident

insurance is required before a student can participate in school-sponsored athletic programs and/or activity travel.

Student accident insurance is available through the high school office. Brochures and enrollment forms are available in the fall prior to the athletic season and school year. There are normally three options available for students, including coverage for football players. A dental plan is also available.

COUNSELING/GUIDANCE

A counselor is available to assist students with any problems that they may encounter as they pursue their educations at Lakeview High School/Daly Middle School as well as to make plans for work, education, or military service after graduation.

Counselors provide several services: assisting students in setting educational and vocational goals; interpreting test results so that students will have better understandings of their aptitudes, interests, abilities, and limitations; and guiding students in making wise decisions concerning any personal or social problems.

ORS 419B.010 states any school employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B015.

NEW STUDENT ORIENTATION

New students checking in throughout the school year will be oriented on their first day of arrival; they will meet the building administrators and counselor. An LHS student will escort new students to their classes and introduce them to their teachers.

ADDING AND DROPPING COURSES

Schedule changes are expected to take place within the first 3 school days of a new semester. To add or drop a class, you must obtain an Add/Drop form from the counselor and have both the instructor(s) and your parent or guardian sign the form. Any schedule changes between the fourth and tenth day of the semester will result in the student receiving a grade of "W" ("withdrawn" this doesn't affect a student's GPA) for the dropped course unless an administrator agrees to waive the "W". All schedule changes after 10 school days **will** result in the student receiving a grade of "F" for the dropped course unless the administration determines that there is a legitimate need to change the student's schedule. In all cases, students will be expected to maintain a schedule that includes 7 periods.

ALTERNATIVE EDUCATION NOTICE

It is the policy of the Lake County School District 7 board to give notice of, to provide for, and to approve (by contract with public or private programs) appropriate and accessible individualized alternative credit-earning programs of instruction and counseling as required by Oregon Statutes and Administrative Rules. Placement in an alternative program requires principal and counselor approval. The primary objective of these individualized programs shall be to enable students to return to a regular diploma track.

If that is not feasible, then a secondary objective is to retain a student in some form of alternative program which has district-identified goals for the attainment of some secondary form of diploma (e.g. modified diploma, certificate of attendance, Graduation Equivalent Diploma (GED), or other similar document.) Through this policy, it is the intent of the board to maintain learning situations which are flexible with regard to environment, time, structure, and staff.

LIBRARY-MEDIA CENTER

The library provides resources for both research and pleasure reading. To meet reading skills and interests of all students, it houses a wide variety of materials: fiction, non-fiction, reference books, pamphlets, and magazines. The library also manages the audio-visual equipment and materials. The library is authorized to set fines for overdue materials and to charge full replacement cost for lost or damaged materials. Some materials may not be appropriate for all students; parents/guardians are encouraged to be aware of materials checked out by their children.

HEALTH SERVICES

Students who have special medical or health problems (such as medication or severe allergies) should notify the office to ensure the best possible care is provided.

MEDICAL POLICY FOR CLASSROOM PARTICIPATION

When a physician restricts or limits a student's participation in class activities for treatment of an injury or illness, the teacher shall not allow the student to participate further until a doctor has issued a written release approving participation. All doctors' notes will be kept in students' permanent files in the office. The classroom teacher/coach will receive a copy. Classroom teachers, coaches, and/or sports medicine students will not perform and/or allow rehabilitative services in classrooms.

SEXUALITY EDUCATION

State regulations require school districts that teach sex education to give parents/guardians an opportunity to review course materials. Parents/guardians will receive written notice prior to the presentation of any classroom materials related to sexuality education. Parents/guardians may submit written objections to their children's participation in the unit or section of the course that deals with sex education.

CAFETERIA

The cafeteria offers a breakfast program and a balanced lunch to students. Breakfast and lunch credits must be purchased at the main office. DMS students must purchase lunch credits at the DMS office and, LHS students must purchase credits at the LHS office. Students may qualify for a federal government tax-supported free or reduced lunch program. Applications and further information about the program are available in the school office. Students shall not buy, sell, or trade lunch or breakfast credits, or use a credit that has been purchased by another student as part of the federal free or reduced lunch program. Charging of meals is not allowed.

SALES/ADVERTISING

Students, staff members, and/or school facilities may not be used in any manner for advertising, selling, or promoting the interests of any community or non-school agency or organization without the prior approval of the building administrator. The building administrator will stamp or initial the material being posted on the bulletin board outside the main office. LHS/DMS may cooperate in furthering the work of any non-profit, community-wide social service agency, provided such cooperation does not infringe on the school program or diminish the amount of time teachers devote to classroom instruction. No non-district-sponsored organization or individual may solicit funds or sell tickets with the district without first securing permission through the superintendent and/or building administrator. All advertising will be in accordance with District Policy KJ.

STUDENT INTERVIEWS

Individual students may not be interviewed by any person, except an employee of the board, without the administrator's approval. Administrators shall not grant interviews unless they deem them essential to the welfare of the students. Administrators may also designate their representatives to be present. Student interviews with police will be conducted in accordance with District Policy KN

STANDARD RESPONSE PROTOCOL

A critical ingredient in school and personal safety is standard response to any incident. Weather events, fire, accidents, intruders and other threats to school and personal safety are scenarios that institutions plan and train for. The Standard Response Protocol is based on the four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom. Review, training, and drilling will occur frequently with staff and students.

Lockout – “Secure the Perimeter”

Lockdown – Locks, Lights, Out of Sight”

Evacuate – “To the Announced Location”

Shelter – “Using Announced Type and Method”

STUDENT CONDUCT ON BUSES

Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences upon violating those rules. Bus conduct violations that jeopardize the health/safety of passengers and/or drivers may result in the loss of district approved transportation services. **The following bus rules are posted on all buses used by District #7:**

Bus transportation is a privilege. In order to ensure the safety of all passengers and bus drivers in addition to establishing a pleasant atmosphere on the bus, our school district has established the following rules. As identified in Lake County School District 7 Policy EEAC, School Bus Safety Program, all students using school transportation will abide by the student code of conduct as listed below.

While riding in a school bus, students will:

1. obey the driver at all times;
2. not throw objects;
3. not have in their possession any weapon as defined by board policy JFCJ. Weapons in the Schools;
4. keep body, legs, and feet out of the aisle;
5. not fight, wrestle, or scuffle;
6. not stand up and/or move from seats while the bus is in motion;
7. not extend hands, head, feet, or objects from windows or doors;
8. not possess matches or other incendiaries and concussion devices;
9. use emergency exits only as directed by the driver;
10. not damage school property or the personal property of others;
11. not threaten or physically harm the driver or other riders;
12. not do any disruptive activity which might cause the driver to stop in order to reestablish order;
13. not make disrespectful or obscene statements;
14. not possess and/or use tobacco, alcohol, or illegal drugs;
15. not take onto the bus, skateboards or other large objects, which might pose safety risks or barriers to safe entry and exit from the bus (unless permission is granted from the bus driver);
16. accept assigned seats when given;
17. stay away from the bus when it is moving;
18. be at the bus stop five minutes before the scheduled pick up time;
19. answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips.
20. Students must have a note from parent to get off at another bus stop.

Any violation of the above-mentioned rules can result in disciplinary action, ranging from a discussion with the driver, up to and including expulsion from all bus riding privileges.

ATTENDANCE

Oregon statutes require that attendance records be a part of each student's progress records. A yearly record of absences and tardies will be maintained as a part of each student's permanent progress record.

For attendance purposes, if a class session is held and a student is not present, the teacher will record an absence. If an absence is due to a school activity, the teacher, coach, counselor, or adviser involved will provide the office with a written excuse for the absence. Approved absences of this type are noted on the student's attendance record. Student absences may be considered excused if verified for the following reasons:

1. illness
2. serious illness of family member
3. emergency

4. pre-arranged, pending advance satisfactory arrangements
5. Parental requests will not be denied. However, the absence could be considered unexcused.

If a student misses more than 10 minutes of any class session, it will be counted as an absence from that class; the student must then provide the office with an excuse just as with any other absence.

The attendance officer may use the following types of actions in dealing with excessive tardiness, excused absences, and/or unexcused absences:

1. make-up work
2. communications with parent/guardian
3. parent/guardian conferences
4. school activity restrictions
5. "Compulsory Attendance"*** recommendation
6. referral to other community services

***The attendance officer may recommend a referral to the District Truancy Officer for failure to meet the standards as set forth in ORS 339.010-339.090, the Oregon Compulsory School law. Copies of this law are available in the office.

LHS/DMS ATTENDANCE COMMITTEE

1. A student may miss no more than 5 days per quarter, exclusive of school absences.
2. On the fifth absence of the quarter, the student's parents may be notified by letter that they must attend a mandatory attendance committee hearing. The committee will include administration, the truancy officer, counselor, and Lake County Juvenile Department.
3. Students with excessive tardies may also be referred to the attendance committee. At the hearing the parents and the committee will work together to develop an attendance plan for the student which will include:
 - a. an attendance contract for the student for the remainder of the semester.
 - b. The requirement that the student only be absent for reasons outlined in ORS 339.065—"An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." All such absences will be excused in writing by the parent.
 - c. Failure to abide by the contract will result in issuance of a truancy citation

PRE-ARRANGED ABSENCES

All absences for doctor appointments, trips, and other foreseeable events must be pre-arranged and have administrative approval to be considered excused. Pre-arranging absences by asking in advance for work is vital to academic success. Prearranged absences that would put the student out of compliance with our

attendance policy must be approved by an administrator. Parents/guardians and students are asked to plan ahead by doing the following:

1. With a note or phone call from home requesting a pre-arranged absence, pick up a form in the attendance office no later than the day prior to the absence.
2. Obtain a teacher's signature and homework for each affected period. On the form, each teacher will specify the due date for the work.
3. A student who pre-arranges may not be on school grounds or at any school-sponsored activities during that time.

DAILY ROLL

Official daily roll is taken during the first period of the day. Students marked absent first period will be considered absent the entire day unless they check in properly with the office when they arrive. (See CHECK-IN PROCEDURE.) Students who arrive tardy should ensure that the first period teacher does not continue to list them as being absent. Students who are more than 10 minutes tardy should check in with the office prior to going to class.

CHECK-IN PROCEDURE

Whenever a student arrives at school after official roll has been taken first period, the student is expected to check in at the attendance office. We encourage parents to call the office, or the student is advised to bring a parental excuse note at this time; an excuse will also be accepted the following day.

CLOSED CAMPUS

Campus is closed at all times except during the lunch period for high school students. Campus is closed for DMS students at lunch. All LHS students who leave campus during the lunch period MUST have a permission form signed by parents/guardians on file in the office. Lake County School District #7 assumes no responsibility of liability for students who leave campus during the lunch period. The school reserves the right to revoke privileges and/or discipline students for violations of school rules during the lunch period. Students are not allowed to leave campus during the morning break.

CHECK-OUT PROCEDURE

Once students arrive at school for the day or board a school bus, they are considered in attendance for the day and are expected to be in all classes unless they check out with the attendance office. Students may not leave the school grounds without permission from the office. Permission will be granted only for emergencies or pre-arranged absences.

ILLNESS AT SCHOOL

Students who become ill at school should report to the office. There is a "sick room" to be used by students who are awaiting arrival of parents/guardians. No student is to go into the sick room without first checking in with the attendance secretary, office secretary, or administrator. A secretary will contact parents/guardians to notify them of illness and obtain permission to release students from school. No student is to go home without first checking out with the attendance office.

Upon recommendation from the National Food and Drug Administration, the office cannot give students aspirin, even with parental permission. Aspirin has been associated with very serious complications to illnesses that affect teenagers. If a student is under medication from a doctor, all medications --- including prescriptions --- must be stored in the office.

MEDICINE AT SCHOOL

The district recognizes that administering medication to students and self-medication may be necessary when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours and during school-related activities.

DISTRICT-ADMINISTERED MEDICATION

Requests for the district to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: student's name, medication's name, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the above information is included.

Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medications not picked up by the parent within five (5) school days of the end of the medication period or at the end of the school year --- whichever occurs first --- will be disposed of by the district.

SELF MEDICATION

Students are permitted to self-medicate prescription and non-prescription medication upon written request of the parent and building administrator permission. In case of prescription medication, instructions from the physician are also required. Such instruction may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when necessary permission forms and written instructions have been submitted. All medications must be kept in appropriately labeled, original containers. Non-prescription medications must be labeled with students' names. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action as outlined in the drugs and alcohol policy.

LATE ENROLLMENT

All students are expected to be enrolled and in attendance from the first day of the semester. Course curriculum plans are developed with the expectation that all class work and homework is assigned from the first day. Thus, any student who is not in regular attendance from the beginning is under a definite handicap. Faculty members will assist students when late entrance is unavoidable. Students under 18 years of age must be enrolled in school; if they enroll later than fifteen (15) days after the beginning of the semester, they may not earn semester credits unless they are transferring from another school.

EARLY WITHDRAWAL

Students withdrawing from school at any time prior to the end of the semester will receive withdrawal grades only and will not earn semester credits unless they transfer to another school, enroll, and are issued credits by that school. The staff will consider individual situations and needs concerning absences during the last days of a semester. Students withdrawing early need to do the following:

1. Obtain a check-out sheet from the office; fill it out properly.
2. Return all textbooks.
3. Pay fines.
4. After obtaining all necessary signatures, return the completed form to the office. The office will provide a copy of this form to be taken to the new school. Students/parents are to immediately inform the office of any address changes.

AUTOMATIC DROP

After ten days of consecutive absence from school, a student will be automatically dropped for non-attendance unless the parent/guardian makes satisfactory arrangements for the absence.

Any student 16 years of age or older who has been automatically dropped may not be allowed to re-enroll at Lakeview High School until the following semester. After consideration of the length of absence and the academic standing, students who do re-enroll may not earn credit for the semester and may be placed in an alternative placement.

Prior to initiating an automatic drop on a student, LHS/DMS will mail a letter to the address on file with the office. If the student has a phone number on the directory information card, an attempt will also be made to contact the student and/or parent/guardian by phone before the student is dropped.

TARDINESS

Unexcused tardiness to a class will result in disciplinary action being taken by the teacher and/or school. This action may include make-up time, extra work, parent/guardian conference, lunch detention, or a combination of any of the preceding, and/or other appropriate measures. If the problem persists, a referral to the office may be made where further disciplinary action will be taken, including suspension and/or a referral to the attendance officer.

TRUANCY

If a student is marked absent from a class and has not checked out through the attendance office, the absence will automatically be classified as an "unexcused" absence and will be treated initially as truancy. A student does not have to leave the school grounds to be considered truant from class. All truancy is subject to disciplinary action. With parental permission, students are allowed to leave the school grounds to eat lunch, but they are expected to return to afternoon classes. Students with parent/guardian permission are responsible for checking out through the office if they are not returning to classes after lunch. Failure to follow this procedure will cause the absence to be unexcused and may result in serious disciplinary action.

CHANGE OF ADDRESS

Students/parents are to immediately inform the office of any change of address or telephone number. This information is vitally important to the school in case of an emergency or when mailings are sent out by the school. Any students moving into District #7 from Plush or Adel school districts must promptly file an address change, or the tuition district will be billed.

TUITION STUDENTS

Students who live outside the Lake County School District #7 boundaries will have their tuition paid by the school districts in which they live. These students are responsible for completing the proper forms when they register, so certification from the “home” district that must pay tuition to District #7 is completed. Students living with any persons other than natural parents/guardians must discuss their living situations with an administrator before enrolling in school. Guardianship papers must be provided.

ASSIGNMENT REQUESTS

Students are expected to make up all work missed due to absences; teachers may develop alternate assignments. Students are to request make-up work and assignments on the same day they return to school. Assignments must be made up within a reasonable amount of time as determined by the teacher. Failure to make up all work missed could affect the student’s grades. If the illness or injury is of such a nature that students are able to do their homework, the parents/guardians should contact the school office on the morning of the second day the student is absent. Schoolwork will be available at 3:00 p.m. that day.

HOMEWORK

Homework is a natural extension of the classroom instructional program which should be related to the schools’ instructional goals and objectives. Homework assignments should be a regular part of the instructional program for students. Students are expected to complete all assignments necessary to satisfy course requirements. Completion of assignments is a requisite for school attendance.

Well planned homework assignments can and should enhance the instructional program.

REPORT CARDS/GRADES/CREDITS

Report cards will be mailed approximately one week after the end of each nine-week period and will be addressed to the parents/guardians of the students. In addition, in the middle of each nine-week period, notices will be sent out to parents/guardians of students who are doing failing work. Parents/guardians who receive these notices should schedule appointments to discuss their children’s grades with individual teachers. Parents/guardians who do not receive report cards are encouraged to contact the counseling center. All teacher aides, office aides, library aides, peer tutors, work program, and service-learning students will receive pass/fail grades.

A grading system of A-B-C-D-F is used to indicate academic achievement. The following grading scale is utilized by all teachers:

A	93%-100%	C+	77%-79%	D-	60%-62%
A-	90%-92%	C	73%-76%	F	below 60%
B+	87%-89%	C-	70%-72%		
B	83%-86%	D+	67%-69%		
B-	80%-82%	D	63%-66%		

No credit is granted for an F or U (unsatisfactory) grade. No A+ grades will be given. An incomplete (I) is issued only when extenuating circumstances, such as prolonged illness, exist. A student has ten school days to complete the course unless the time is extended by the administrator. Work not completed at the end of the two-week period will be given a zero. All grade changes must be approved by the principal.

Lakeview High School is on a semester system; all classes are either one-half or a full year. One-half unit of credit is granted and recorded on the student's transcript for each semester successfully completed. Students who transfer in from a school which grants one-fourth unit will be given credit for every one-fourth completed.

VISITOR/PARENT CHECK-IN

To ensure the safety of students and staff, all visitors (including parents/guardians) are required to check in with the main office immediately upon entering campus. Those wishing to visit classrooms must have prior approval from the administration and affected teachers. The principal has the right to deny outsiders access to students in certain cases and/or bar parents and/or guests when they have been disruptive or harassing. Any unauthorized person on school property will be reported to an administrator. The person may be asked to leave. Police may be called if the situation warrants such measures.

GUESTS

Student guests are not allowed. The purposes of school are education and learning; guests are a distraction and disruption to the learning process.

LOITERING

Persons not registered and in regular attendance at a district school shall not be on school property except when required to conduct official school business. Students are not to loiter in the halls or school grounds after school. If they are not being supervised by a teacher, they are to be out of the halls.

LOCKERS

The property of the school, lockers are assigned to all students. Lockers are subject to inspection at any time and may be inspected upon suspicion of tobacco, alcohol, illegal drugs, and/or weapons. Periodically,

locker searches with police department drug dogs will occur if a building administrator suspects there are illegal substances or materials in school.

The lockers have a capacity for the books and belongings of two students. Locker assignments are made by the attendance office. Students are not allowed to disable (jam) the locking device. Defacing or damaging lockers and/or locks is subject to penalty. No stickers, decals, tape, or other similar materials are to be placed within or on student lockers. Students are urged not to store valuables or large amounts of cash in lockers. Although LHS/DMS will assist in attempting to recover valuables, it assumes no responsibility for loss, theft, damage, or vandalism. Students are required to completely clean out lockers and have them checked by a teacher prior to the end of the school year. Locker changes must be made in the counseling office. DMS students are not allowed to store gum, candy, food or drink in their lockers other than sack lunches.

TELEPHONE

All office phones are reserved for business or emergency purposes. A telephone located in the main office is available for student use. Students will not be called out of class to receive telephone calls. Emergency phone messages will be delivered to students in class.

PARKING/AUTOS

Standard rules for auto safety will be enforced at all times. Violations will result in loss of parking privileges and/or police citations. ONLY staff members and visitors may park in front of the school on Third Street. The parking lot between the DMS and LHS is open for parking to all students and staff. Students who drive must obey all driving codes and laws while on or near school grounds as well as park only in designated areas. Students who drive irresponsibly and carelessly will not be allowed to park and/or drive on campus and may be cited by the administration and/or police. Automobiles with stickers or signs that violate school rules (such as displays of alcohol, drugs, tobacco, etc.) will not be allowed to park on campus.

CHALLENGING A CLASS

1. An LHS student may challenge a given course only once. The test and/or work samples will be a comprehensive examination covering the class curriculum.
2. Students must pass the test and/or work samples with a score of 80% or higher. Students passing with 80% or higher will receive a grade of "P". Students who fail to receive a score of 80% will have to take the course.
4. Students wishing to challenge a course must apply in writing to the counselor prior to the end of the year before they wish to take the test. All such applications must be approved by the counselor and the principal.

5. All challenge tests must be taken before the students would ordinarily have to take the class being challenged. Full year classes would have to be challenged at the end of the school year previous to taking the class (or just prior to the start of the school year). Semester classes would have to be challenged during the semester previous to the class.
6. The teacher whose class is being challenged will provide the student with their syllabus/course outline and a copy of the textbook used in the class.

GRADUATION REQUIREMENTS AND PROCEDURES

Oregon Administrative Rules require high school programs to award diplomas to all students who fulfill all state requirements (OAR 581-022-1130). Under the same ruling, schools may award an alternative document to a student who has met some but not all of the graduation requirements. Schools shall also grant credit for work satisfactorily completed in any district school, including alternative education, if the student fulfills defined criteria as listed in OAR 581-022-1131.

A **diploma** will be awarded to each student who has satisfactorily completed all state and local requirements for units of credit, demonstrated proficiency, and attendance.

DIPLOMA REQUIREMENTS

To graduate with a regular diploma, students must complete the following requirements :

Attendance

Eight semesters (four years) are required. (For exception, see Early Graduation policy)

Academic

Lakeview High School publishes a descriptive list of all academic course offerings in a separate publication, the course catalog. Students must consult with the counselor regarding the availability and policies of online courses. Copies can be obtained in the counseling office. This catalog is designed to guide and assist students and parents/guardians in selecting the best courses for the students.

Career Education

In order to graduate each student will develop an education plan and profile, demonstrate extended application through work samples, demonstrate career-related knowledge and skills, and participate in career-related learning experiences outlined in their education plan.

Credits

A total of 25 units of credit must be earned to graduate, however beginning with the class of 2019 only 24 credits will be required. 18.5 units are required and 6.5 elective units. The following is a list of requirements for each grade level:

<u>freshman</u>	<u>sophomore</u>	<u>junior</u>	<u>senior</u>
English 9	English 10	English 11	English 12
health 9*	biology	U.S. history	government*
physical science	physical ed*	health 11*	economics
physical ed.*	global studies	math	
math	math		*semester class

Also required are three units of fine arts, applied arts, career and technical education, or foreign language, and one-half unit of keyboarding/computer applications/word processing/drafting II/architecture/or annual.

a.	Language Arts	4
b.	Mathematics	3
c.	Science	3
d.	U.S. History	1
e.	World History	1
f.	Government	.5
g.	Health	1
h.	Physical Education	1
i.	Economics	.5
j.	Applied Arts/Fine Arts/Foreign Language/ Professional Technical Education	3
k.	Technology	.5
l.	Electives	6.5
	Total Credits	25

- j. This unit may be earned in any one or a combination of these areas.
- k. Includes keyboarding, computer applications, word processing, strut, drafting II, architecture, or annual.
- m. High school credit may be granted for experiences prior to grade 9, if equivalent to courses within the high school; however, 25 credits must be earned in grades 9-12 (see District Policy IKF). Middle School students must decide before they take a high school class whether they will receive transcribed high school elective credit for the course (rather than just middle school credit). They and their parents must sign a form declaring their decision.

- n. Under House Bill 3129 a student must complete three years of mathematics and four years of English while in grades 9 through 12. Math classes taken during 7th or 8th grade do not count towards the graduation requirement of 3 years of high school math.
- o. Students must demonstrate proficiency in reading, writing, and applying mathematics.
 - Proficiency must be demonstrated by one of the following:
 - Meeting or exceeding the state standard on the Oregon Statewide Assessment
 - Student work samples
 - Other standardized tests (SAT, ACT, etc.) approved by the district.

Students who wish to appeal a work sample must make the appeal in writing to the principal. Appeals will be heard by a committee made up of administration, the testing coordinator, counselor and teacher(s) not involved in the initial scoring of the work sample.

HONORS DIPLOMA

Honors diploma will be awarded to all students who demonstrate excellence in the classroom, contribute to their community, and complete honors diploma requirements.

Application process:

All applications for an honors diploma must be turned in by Feb. 1st prior to graduation. An honors diploma committee made up of the principal, counselor and one teacher will determine honors diploma eligibility. The honors diploma committee will also determine which classes will meet the honors diploma requirements. Each student's application will be reviewed for its academic excellence.

Attendance:

Eight semesters (four years) are required. (For exceptions, see early graduation.)

Minimum performance requirements:

Students must attain semester grades of C's or better in the courses required for the honors diploma. Students must meet all required state high school benchmarks including testing and work samples.

Credits:

27 (26 beginning with class of 2019) total credits are required to graduate with an honors diploma.

Community service:

Students will complete 65 hours of community service. This activity must be a volunteer service for which credit and/or pay are not earned. The 65-hour community service requirement plan is to be pre-approved by a committee made up of the principal, the counselor, and a designated teacher. The student is responsible for keeping a log of activities, recording the time spent on each activity, and submitting the log with a verification signature from the project supervisor. Community service needs to be completed by **Feb. 1** prior to graduation.

Requirements which exceed the regular diploma requirements:

- 4 credits of English, which includes Honors English
- 4 credits of math (including calculus, beginning with class of 2015)
- 4 credits of science (Three years of sports medicine or four years of agriculture can be substituted for one year of science. Other science related classes may be considered by the honors diploma committee)
- 2 credits of a foreign language
- .5 credit of computer science (to include word processing, computer applications, STRUT, drafting II, architecture, or annual)
- 9 hours of dual-credit (beginning with the class of 2015)
- All requirements must be completed in grades 9-12.

MODIFIED DIPLOMA

A modified diploma will be awarded to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. Modifications of work samples or OAK's assessments must be consistent with the student's IEP or 504 Plan. Modifications of OAK's assessments must be consistent with section 4(d) of OAR 581-022-0610. For students not on an IEP or 504 Plan, modifications to work samples must be consistent with the modifications the student received during instruction. Students not on an IEP or 504 Plan may not receive modified OAK's assessments.

To be eligible for a modified diploma a student must:

1. While in grade nine through completion of high school, complete 24 credits which shall include:
 - a. Three credits in English;
 - b. Two credits in mathematics;
 - c. Two credits in science;
 - d. Two credits in social sciences;
 - e. One credit in health;
 - f. One credit in physical education; and
 - g. One credit in career technology, the arts or a second language.
2. Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
3. Have a documented history of a medical condition that creates a barrier to achievement.

EXTENDED DIPLOMA

An extended diploma will be awarded to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must be on a current IEP, and must complete 12 credits, only 6 of which may be completed in a special education room, must have a documented inability to perform at grade level, have a documented medical condition that creates a barrier to achievement, participated in alternative assessment beginning no later than the sixth grade and lasting through at least two testing cycles, or have a serious illness or injury which prevents the student from grade level achievement.

ALTERNATIVE CERTIFICATE

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the student meets minimum credit requirements established by a multi-disciplinary team for that student. Alternative certificates will be awarded based on individual student needs and achievement.

EARLY GRADUATION REQUIREMENTS

Early planning: Students should file a plan with the building principal for early graduation by June 15 of the year prior to their proposed “senior” (final) year in school. This plan should involve the student, parents/guardians, counselor, and administration.

Unit requirement: Students will be required to complete the regular graduation requirements, but this may be accomplished by attending summer sessions or by other course work as permitted by the accepted plan for early graduation on the basis of one high school unit per six college quarter hours.

Final decision: The counselor and administrator have the option to reject any plan for early graduation even if the plan meets the criteria established. It is the intent of the early graduation policy to allow students to move to another level of education—academic, business, technical—when such movement seems beneficial.

Follow-up: Applicants will be screened carefully prior to qualifying for early graduation. The agreement between school and student shall include provisions for completing the regular program should the student be unsuccessful or unwilling to pursue the early graduation program as planned. In each case, the student will need to complete the unit requirements at Lakeview High School or some alternative and approved requirements.

Senior/school activities: Students who complete their graduation requirements at the end of their seventh semester and do not attend school in their eighth semester are finished with high school. As such, they are not considered seniors and will not be allowed to participate in school activities: athletics, prom, senior picnic, senior luncheons, and any other school-sponsored activities. If students wish to participate in the

graduation exercise, they must - in writing - request permission to participate from the superintendent of schools.

ADVANCED DIPLOMA

The Advanced Diploma Program offers students the opportunity to make college a reality, rather than a dream. The program partners with Klamath Community College to provide a bridge of support between high school and the early college experience. It helps students experience a smoother transition into college and increase their chances for success. The district will pay the costs of tuition, fees, and textbooks for 36 credits. Students will receive support from the high school counselor and a KCC academic advisor. Seniors will receive information on application towards the Advanced Diploma program throughout the school year.

GRADUATION CEREMONY ELIGIBILITY

Participation in the graduation ceremony is not a requirement. It is a privilege afforded students who have attended the equivalent of twelve years of schooling and who are in good standing with the school. A student who is not in good standing with school district policy, procedures, and/or behavior standards, may, at any time, be denied the privilege of participating in the commencement exercises.

In order to participate in the graduation ceremony, students are expected to have completed 21 1/2 credits by the end of their seventh semester. (exception: Early Graduation Procedure) If students need more than three and 1/2 credits to graduate at the end of the seventh semester, they will need administrative approval for any alternative method to make up the missing credits to be eligible to participate in the ceremony. Students must have 24 required credits at the end of the eighth semester along with progress towards the 25th credit, and have passed all essential skill requirements to participate in the graduation ceremony, but will not be awarded a diploma. Beginning with the class of 2019, all 24 credits must be completed by the end of the eight semester along with all essential skill requirements in order to participate in the graduation ceremony. Students returning for an additional semester or semesters of high school may not participate in the graduation ceremony a second time. Foreign exchange students may be eligible to receive an honorary diploma and/or a regular diploma and go through the ceremony, provided that they have the administration's approval and have met the appropriate requirements.

SELECTION OF VALEDICTORIAN/SALUTATORIAN

The honor of valedictorian and salutatorian shall be based upon the accumulated gpa of the first seven semesters of high school. Beginning with the class of 2017 an Honors Diploma will be required for valedictorian/salutatorian. The student with the highest grade point average* will be named valedictorian, and the student with the second highest grade point average will be named salutatorian. These two honors will be announced by the administrator during the month of February.

* Grade point average is the numerical average of the semester grades received in all classes attempted in high school. Letter grades are converted to numerical values as indicated:

A	4.00	C+	2.3	D-	0.7
A-	3.7	C	2.00	F	0.00
B+	3.3	C-	1.7		
B	3.00	D+	1.3		
B-	2.7	D	1.00		

In order to be eligible for either valedictorian or salutatorian, a student must complete at least two semesters immediately prior to graduation day at Lakeview. Students who graduate early will not be eligible for either the valedictorian or salutatorian award. In the event of a tie, co-valedictorians or co-salutorians will be appointed.

All speeches must be reviewed and approved by an administrator prior to the graduation ceremony. If designated valedictorians/salutorians/senior class officers violate board policy, administrative regulations, or school rules (which include the activity/athletic participation rules), their titles and privileges may be revoked.

DMS CLASS OFFERINGS

Seventh and eighth grade students will be required to take PE along with five core subjects: math, English, science, health and social studies. Students will also select from elective classes to be determined by staffing.

GENERAL DISCIPLINE GUIDELINES

Students shall comply with the state laws and written rules of the district school board and LHS/DMS, pursue the prescribed courses of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion. School staff members (administration, teachers, coaches, secretaries, aides, cooks, custodians, bus drivers) are in positions of authority, not only in the classrooms, but also throughout the building, on school grounds, at school functions, and on school buses. Please respect all staff members' authority, and treat them with courtesy.

Oregon law requires students to comply with rules for governing the school and to submit to a teacher's authority. It further states "willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, and/or expulsion from school." ORS 339.250 (1)(4)

The administration will discipline students who violate school rules and regulations. In addition, students may be denied/stripped of titles/privileges (e.g. student body/class/club offices, senior activities, dances). The school may also make a referral to law enforcement. Some problem areas will include, but are not limited to, the following:

unexcused absences	insubordination	alcohol/drugs
off-campus w/o permission	reckless driving	assault
cheating/fraud	snowballs	tardiness
defiance of authority	disorderly conduct	theft
display of affection	tobacco	extortion
vandalism	fighting	forgery
verbal abuse/profanity	vulgarity	gambling
racial harassment	sexual harassment	weapons
harassment	threats	bullying
No gum or candy in DMS		

LHS/DMS has a zero tolerance policy regarding profanity, vulgarity, and obscenity in the classrooms, halls, on campus, and at any school activities/events.

All students deserve reasonable safeguards in the consideration of all matters affecting their school lives. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. Special problems confront administrators and teachers in conducting school programs free from disruption and distracting behaviors which impede student learning. Occasionally, school officials may find it necessary to discipline or remove students from the formal learning environment for a period of time.

DISCIPLINE POLICY

The first two discipline referrals will be handled case by case according to severity. Students referred for very serious offenses e.g. fighting, assaults, threats, insubordination, tobacco) will be disciplined at a higher step. Referrals involving alcohol/drugs/weapons will result in immediate suspensions with recommendations for expulsion. **MINIMUM** consequences will be the following:

- first referral:** Students may be required to write letters of apology; they may also serve detention time. We may notify parents/guardians by phone
- second referral** Students may serve detention time; we may notify parents/guardians by phone.

Following the first two referrals, we will be more assertive; during any suspension, students will be ineligible for all extra-curricular activities for a period of five school days.

- third referral:** Students may serve a one-day in-school suspension; we will notify parents/guardians by phone or mail.
- fourth referral:** Students may serve a one-day out-of-school suspension. We will notify parents/guardians by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.

- fifth referral:** Students may serve a three-day in-school suspension. We will notify parents/guardians by phone.
- sixth referral:** Students may serve a three-day out-of-school suspension. We will notify parents/guardians by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.
- seventh referral:** Students may serve a five-day out-of-school suspension. We will notify parents by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.
- eighth referral:** Students may serve a ten-day out-of-school suspension. We will notify parents by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.

Mandated counseling may also be a result of any referral resulting in a suspension.

Students receiving a ninth referral will appear with their parents/guardians before the principal to determine the next step. Options will include --- but are not limited to --- further out-of-school suspensions, referrals for an alternative method of education, or expulsion. Any students reaching the eighth referral will begin at step two in their successive years at Lakeview High School and Daly Middle School.

DETENTION

For minor school violations, a commonly used discipline is the detention of students during lunch or after school. Detentions will usually last one hour. Students will be required to do assigned work. If a student is assigned an after school detention, the parent/guardian will be notified before detention takes place, either by telephone or by letter. Students may also be assigned tasks such as picking up litter.

SUSPENSION

1. **In-school suspension** is defined as suspension of refractory students from class attendance (not to exceed three consecutive days) in which the student may choose to perform work in and around school as a penalty. Students serving in or out of school suspensions will not be allowed to participate in any activity/athletic event for five school days, beginning with the first day of the suspension.
2. **Out-of school suspension** is defined as one of the following:
 - a. A temporary exclusion from school for a period not to exceed ten school days
 - b. exclusion in cases being investigated pending expulsion
 - c. a special circumstance suspension continued until some specific pending action occurs such as a physical or mental examination or incarceration by court action
 - d. after investigation and recommended expulsion by the administration until the board of directors has taken official action

Suspension procedures: Students shall have notice of charges in such terms as will permit them to change their courses of conduct or afford the opportunities to defend their rights to engage in such conduct or show that they are innocent of the conduct charge.

In suspending students, the procedure is as follows:

1. Students are informed of the charges, including the specific acts that support the charges, and their suspensions.
2. The parents/guardians are notified of the suspension by telephone whenever possible and are given the reasons for the action. When parents/guardians cannot be contacted, the decision to send students home, allow them to remain on school premises, or refer them to the proper authorities must be made with consideration of each student's age, maturity, and the nature of the misconduct that caused the suspension.
3. A letter is mailed to the parents/guardians with a copy to the superintendent, stating the time, date, charges, and the specific acts that support the charges for the suspension. Procedures to be followed by the students and their parents/guardians for reinstatement are outlined.
4. The parents/guardians may request and be given a conference/hearing with the building administrator.
5. The board shall provide students suspended under emergency conditions with the same suspension procedures as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a probability that substantial harm will occur if suspension does not take place immediately.
6. Students removed from school may not participate in or attend any school function during the week(s) the suspension takes place. With the exception of drug/ alcohol-related suspensions, students will be expected to make up all homework, class work, tests, etc. missed during the suspension.

EXPULSION

Expulsion is defined as the release of a student from school attendance. A school district board or hearings officer shall not expel students without hearings, unless they and their parents/ guardians waive in writing the right to a hearing. By waiving the right to a hearing, students and their parents/guardians agree to abide by the lawful findings of the hearings officer. Expulsion hearings shall contain provision for the following:

1. Notice to students and to parents/guardians shall be given by personal service or certified mail of the charge or charges and the specific facts that support the charge or charges. The notice shall include the statement of intent to consider the charges as reason for expulsion. Where notice is given by personal service, the person serving the notice shall file a return of service. Where notice is given by certified mail to a parent/guardian of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing.
2. Unless otherwise provided by the board, the superintendent or his designated representative shall act as a hearings officer and shall maintain control over and conduct the hearing. In case of foreign language differences or other serious communication handicaps, the hearings officer shall provide a translator.
3. Any hearing held by the school board or its hearings officer on the matter of expulsion of a minor student shall be conducted in executive session of the board or privately by the hearings officer unless the student or the student's parents/guardians request a public hearing.

4. Students may be represented by counsel or other persons.
5. Students shall be permitted to introduce evidence by testimony, writings, or other exhibits.
6. Students shall be permitted to hear the evidence presented against them.
7. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
8. The hearings officer and/or the students may make a record of the hearing.
9. The hearings officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the students. The officer shall submit findings as to the facts and whether or not the pupils charged are guilty of the conduct alleged, and the officer's decision of disciplinary actions, if any, including the duration of any expulsion.
10. If the decision is appealed to the board for review, the board shall be provided findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to the parents/guardians and to the students, if age 18 or over. When appealed, the board will affirm, modify, or rescind the decision of the hearings officer.

FIREARMS AND OTHER WEAPONS

No firearms or other items determined to be weapons of any sort will be allowed on campus, in the buildings, or in vehicles in the parking lots. This includes use or display in classrooms, dramatic presentations, and demonstrations unless specifically approved by district administration. According to state and federal laws, violation of this rule will result in an automatic one-year expulsion from school and all school activities. Violators will be reported to local law enforcement agencies.

DRUGS AND ALCOHOL

Due to the special problems caused by drugs and alcohol in the educational setting, students and parents/guardians need to be aware that specific procedures are stipulated for drug and alcohol use or possession. District administrators acting on reasonable suspicion may request that students participate in a breathalyzer screening administered by properly certified law enforcement personnel for alcohol at school, on school property, or prior to, or during a school sponsored event. If a student refuses, he/she may be subject to school discipline. Students found to be under the influence of, in possession of, or involved in the buying or selling of alcohol, drugs, or other controlled substances or the conspiracy to deliver alcohol, drugs, or other controlled substances, or possession of drug paraphernalia on school grounds or at school activities shall result in the following:

1. recommendation for expulsion to an appointed school district hearings officer
2. suspension for a period of up to ten school days
3. restriction from all school activities for a period of up to thirty school days

A second infraction shall fall under these guidelines except that it shall result in a recommendation for expulsion being made to the school board instead of a hearings officer.

As per OAR 581-21-0065 (6), school district boards or designated representatives shall specify the methods and conditions, if any, under which the student's school work can be made up. Students will be expected to make up school work during and upon their return from the suspension.

Any use or possession of drugs, alcohol, or controlled substances by a student which appears to violate any state law or statute shall immediately be reported to the appropriate law enforcement agency. Penalties or actions incurred as a result of a violation of state law or statute shall not preclude school administrators from enforcing this policy. Students may be referred for assessment and counseling until released by the school district administration.

DRUG DOG

School administrators may authorize the use of dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

BULLYING /INTIMIDATION

Bullying or intimidation is any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of physically harming a student or damaging a student's property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; creating a hostile educational environment. Students or groups associated with bullying/intimidation will result in disciplinary action ranging from suspension to expulsion; if deemed necessary, the school administration will contact the police. A psychological evaluation and/or counseling may be required before the student is allowed to return to school.

HARASSMENT

LHS/DMS desires to maintain an instructional environment that is free from harassment. To be considered an abusive action, harassment need not result in concrete psychological harm to the student but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the school environment as hostile or abusive. Harassment also can include off-campus behavior which creates a hostile educational environment at school. Harassment based upon a student's race, color, religion, sex, sexual orientation, marital status, national origin, familial status, source of income, disability, factors will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as sex-oriented verbal

kidding, teasing, or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

Racial harassment (harassment based on a person's race or nationality) is defined as subjecting another person to offensive physical contact; insulting another person by abusive words, actions, or gestures; or threatening to inflict serious physical injury on another person or any member of that person's family.

Students who feel victimized by harassment from peers, staff, or visitors should immediately report their concerns to the **principal or vice-principal** (or to the superintendent if the administrator is the subject of the complaint.) Students will be encouraged to file formal complaints. The administrator will investigate, or cause to have investigated, all complaints and will assure and protect the rights of both the person making the complaint and the alleged harasser. Findings of harassment will result in appropriate disciplinary action.

USE OF TOBACCO

The school prohibits the use, possession, and buying and selling of tobacco in any form including vape pens and e-cigarettes on school grounds, off-campus during lunch, and at all school-related activities. Any use or possession of tobacco by a student which appears to violate any state law or statute shall immediately be reported to the police. All infractions of this rule will result in mandatory attendance in a tobacco cessation program; refusal to attend will result in disciplinary action.

CHEATING/PLAGARISM

Students should be proud of what they accomplish through honest effort. Academic honesty and responsibility are expected of students. Therefore, cheating at any level is irresponsible and will not be condoned. Students caught cheating will receive a zero on that assignment/test; parents/guardians will be notified. Continued cheating will result in further discipline. Plagiarism is defined as the act of taking (copying) someone else's work/idea and passing it off as one's own creation. Students who plagiarize will receive zeroes on those assignments; parents/guardians will be notified.

COMPUTER/NETWORK TAMPERING

School computers and network are property of Lake County School District #7; use of this system is a privilege. Student files are subject to review by teachers and administration. Students who tamper with and/or abuse the computers and computer network will be disciplined. Depending on the severity of the abuse, this discipline could include loss of computer privileges, even if the student is enrolled in a computer or keyboarding class. Before having access to the network/internet, all students and their parents/guardians must sign a release form regarding the responsibilities and ethical use of school district resources; the signed form acknowledges that they have read and understood and will follow all district policies regarding student access to networked information services as well as copyright procedures and practices. Students are not to access, or attempt to access any inappropriate and/or disallowed websites, or in any way attempt to evade or bypass network security or filters, or in any way violate the terms of the district computer/internet use agreement.

To avoid network contamination, students are not to use discs from other places (e.g. home, parent's office, etc.) on any school computer. Students are not allowed to share computer files. Students are not allowed to play games on school computers.

SEARCH/SEIZURE/SURVEILLANCE/SRO

As citizens, students have a Fourth Amendment right to be secure in their persons against unreasonable search and seizure. This right, however, has been applied less stringently in the schools than in the outside community, because the school has the duty to protect its students and is sometimes the location of many common objects of search.

The board seeks to create a climate that assures the safety and welfare of all. Equipment, such as lockers, belongs to the school district; students are privileged to use this equipment as a convenience. The school insists that lockers be properly cared for and not used for the storage of illegal items. Refer to the section on lockers.

To help ensure student safety and prevent vandalism at LHS/DMS, surveillance cameras are situated in areas of concern. These systems have proven to be effective in deterring negative behavior.

LHS/DMS may have a Lakeview City Police Officer serving as a school resource officer (SRO) on campus. This officer assists in ensuring that our students have a safe environment in which to learn.

FREEDOM OF EXPRESSION

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution and under Article I, Section 8, of the Oregon constitution. As citizens, students have the right to free expression; however, they must bear the consequences of such expression.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. Therefore, school officials may find it necessary to review student publications and speeches when they have reason to believe that students are unaware of the possible consequences of their expression. Officials may give advice on matters of libel, slander, journalistic ethics, and the possible effects of publications and/or speeches on the school.

DISPLAY OF AFFECTION

The student body and faculty strive to foster desirable standards of behavior on the school campus. Inappropriate displays of affection will be subject to parent/guardian conferences and/or disciplinary measures. Displays of affection should not advance beyond hand holding.

DRESS AND GROOMING

Dress and grooming for school are responsibilities of the individual students and parents/guardians. When dress and grooming disrupt the learning process, the matter will be resolved by the school administration,

students, and parents/guardians. One LHS/DMS goal is to prepare students to successfully enter the work force, knowing how to speak, dress, and behave. To maintain a positive learning and businesslike atmosphere, students are to wear modest and appropriate clothing to school.

The following are guidelines to appropriate dress and grooming:

1. Dress and grooming shall be clean and consistent with health, sanitary, and safety practices.
2. Spaghetti strap tops/dresses, strapless tops, tops that reveal midriffs, pajamas, tight tops, low necklines and trench coats are not considered appropriate. Tops and shirts must cover the underwear and bra straps.
3. Dresses, skirts, and shorts must be longer than fingertip length.
4. Pants must be belted at the waist and covering underwear.
5. The only chains allowed are jewelry chains. Dog collars and spiked collars are not permitted.
6. Proper etiquette dictates hats, scarves, or any type of head covering is not to be worn in the building at any time during the normal school day.
7. Clothes advertising or displaying alcohol, drugs, or tobacco is prohibited.
8. Clothing which displays profanities or vulgarities is prohibited.
9. Dress which can reasonably be associated with gangs or gang activity is prohibited.
10. DMS students are to limit perfume and cologne to home use.
11. Students undergarments should be covered at all times.

Students violating the dress code will be required to change clothing.

ELECTRONIC DEVICES

Personal electronic music devices, electronic games, cell phones, pagers, and other electronic devices are not to be used in the school during class hours unless used for educational purposes with instructors approval. They are distractions to the learning process and are frequently damaged, lost, or stolen. If visible and/or being used inappropriately during class hours, they may be confiscated by school district personnel. Students may use electronic devices before and after school, and during lunch in the building for school appropriate uses. Laser pointers are not allowed on school grounds and/or at school activities.

BICYCLES/ SKATEBOARDS/ROLLERBLADES

Daly Middle School and Lakeview High School recognize that bicycles are essential forms of student transportation. Riding bicycles on the school grounds poses a safety threat to pedestrians. Therefore, no bike riding is allowed on the school grounds at any time. Students will be permitted to walk their bikes on and off school grounds. Bikes on school grounds must be stored in designated bike racks. Students in non-compliance with the bicycle rule will be subject to disciplinary measures.

The school is responsible for the safety of its students at all times and considers the use of skateboards and rollerblades unsafe on any school property. Skateboards, scooters, and rollerblades are never allowed in the building; they are prohibited on school grounds at all times. Such items may be confiscated by school district personnel and the student subjected to disciplinary measures if these items are brought on campus.

PARENT/SCHOOL COMMUNICATION

To help maximize efficiency of the services we provide to our students and community, the district asks that all issues and/or concerns are first communicated with the person directly in-charge of a program. This includes complaints as outlined in the district complaint procedures policy (KL & KLD) which outlines the expectation that all issues are solved at the lowest level possible. The district highly encourages and wishes that all individuals both inside and outside of the district exercise these procedures dutifully by first communicating with the person that directly supervises the specific program before communicating with that person's supervisor. We have found that most all issues can be solved through a simple phone call, email, or letter addressed to the individual that directly oversees the program. If the person still does not feel like the issue has been solved, the district invites the person to then communicate the issue with the next person in the chain of command which is 1. Employee (i.e. Teacher, Coach, etc...), 2. Building Principal &/or Athletic Director, 3. Superintendent, & 4. Board of Directors. The table below provides examples on who to first talk with regarding school related issues. Please do not hesitate to contact us if you have any further questions about these procedures:

Building Personnel Issues.....	Building Principal
Coaching Issues.....	Head Coach
Student Classroom Issues.....	Classroom Teacher
Student Discipline Issues.....	LHS/DMS Dean of Students, Elementary Principal
Transportation Issues.....	Superintendent
Maintenance Issues.....	Maintenance Supervisor

Contact List:

Will Cahill – Superintendent	947-3347
Jesse Hamilton – Principal	947-2287
Rusty Zysett– Dean of Students/Athletic Director	947-2287
Susan Warner – Elementary Principal	947-2136

STUDENT ACTIVITY/ATHLETIC PARTICIPATION PHILOSOPHY

The school board's goal is to create and support an activity/athletic program for all students who wish to participate. They view all programs, regardless of level, as extensions of academic programs.

We expect all advisers and coaches to behave in a professional manner on and off the playing field; they are models to the students with whom they work. We expect our staff members to treat their students with respect and to be respectful and fair in their relationships with those students. At all times, we expect advisers and coaches to provide hard work and discipline as well as encouragement and support to their students.

We expect parents and other community members to act and behave in the same manner as our staff members. Parents must support and reinforce this philosophy at home. All stakeholders must be united in these beliefs to ensure the success of all our programs.

Participation by an athlete in more than one sport per season is prohibited. Changing from one sport to another during the season shall be done only with approval of both head coaches. The approval of the coach of the sport the athlete is dropping will be obtained first. The athletic/activity director shall be notified of any changes.

Students should not be expected to practice with two levels (two sessions) on one day (e.g., jv and varsity football). Students are entitled to a five school-day practice break between sport seasons. Students may waive this break.

All athletes must follow the medical and legal policies, training rules, codes of behavior, sportsmanship guidelines, and other policies listed in this handbook.

If high school athletes in a current sport are participating in athletics, which are not school-sponsored, their practice and game priority shall be with the high school program unless previously approved by high school administration. (i.e., If an out of school practice/game is schedule and it conflicts with a high school practice/game, the athlete's first priority shall be to the high school activity.)

PARTICIPATION RULES

Participation rules apply to all students involved in school athletics/activities throughout their entire LHS/DMS enrollment. Lakeview School District #7 personnel will work closely with local law enforcement officials in an effort to identify violations of participation rules. It is the responsibility of parents/guardians and students to report violations of eligibility and participation rules to district officials during the season, off-season and summer vacation. A parental/school partnership begins when students and parents sign the participation rules form prior to involvement in activities/athletics. **By signing the participation rules form, both parents and students commit themselves to the rules and consequences of the participation policy.** It is the intent of this policy that disciplinary consequences be timely and fair with violations and consequences during the same school year. Except for expulsions, disciplinary actions do not follow students to the high school.

The following rules and code of behavior must be observed by all students involved in school athletics/activities:

1. shall not use or have in possession alcoholic beverages, tobacco, illegal drugs, hallucinogenic compounds, e-cigarettes, vape pens, and/or controlled substances at any time
2. shall not commit or engage in any criminal act including misdemeanors and felonies at any time.
3. shall display good citizenship and appropriate behavior, both in and out of the classroom, at all times
4. shall not participate in, or display, any form of sexual misconduct at any time
5. refer to page 34 (drugs and alcohol) concerning expulsions

CONSEQUENCES

First violation: The first time students involved in any sport/activity are found in violation of the participation rules, at any time, the following will take place:

Students will be immediately removed from participation in interscholastic sports/activities/clubs for 30 school days. During suspensions from sports/activities, students will be excluded from all school activities (e.g. dances). Practice will be required if the student intends to participate at the end of the suspension. Any student who cooperates when questioned by the principal or dean of students will be removed from participation for a period of 10 school days once competition has begun. The 10 day suspension is for competition only. Suspended students may not attend school activities to the 30 school day suspension. Students who are unwilling to fully cooperate will serve the full 30 day suspension for competition and school activities. At the coach's discretion, athletes suspended for violations of the participation rules may be allowed to be present on the team bench in street clothes for home contests. Suspended students will not be permitted to travel with the team to away contests during the period of suspension. First violations that occur while representing the team or activity (at practice, at games, on the bus, etc.) shall not be eligible for the 10 day suspension, the full 30 day suspension must be served.

1. The intent of this policy is to encourage and reward student honesty, and to recognize that students sometimes make bad decisions. First violation consequence allows for students to return to activity, while second and third violation consequences are far more severe.
2. For a first violation, students will be on probation for a minimum of 365 days from the date of the violation. A second violation during the probationary period will result in the denial of any request for a plan of participation. Students who are cooperative and agree to the contest reduction will be required to sign a contract that will include additional eligibility requirements during the one year probationary period (i.e.-curfew, minor in attendance, attendance, school behavior, etc).

All of the above consequences must be completed and/or ongoing before students may participate in the next activity/sport.

Second violation: If a second violation occurs at any time during the student's high school career (or middle school career), they will be removed from all activities/athletics for one calendar year (365 days) from the date of the second violation. At that time, students must state whether or not they are going to participate in the following sport season. However, upon the requests of students to head coaches/advisers of restricted sports/activities, the athletic director and the administrator may consider and develop Plans of Participation for students who are affected by this rule. Students who request a Plan of Participation will be suspended from activities/athletics for 45 school days. Plans of Participation must be approved by the superintendent who will then take the plan before the board of directors for consideration; it will take effect at the end of the 45 school-day suspensions. The plan of participation will be a minimum of 365 days from the date of the violation.

A second violation that occurs during the 365 day probationary period of a first violation, will eliminate the student for consideration for a plan of participation and the full 365 day suspension will be served.

During any period of restriction, the participant must abide by the Participation Rules to avoid further penalty.

Third violation: If a third violation occurs at any time in the student's high school career (or middle school career), the student will be removed from all activities/athletics for the remainder of his/her high school enrollment. Suspended students must have administrative approval to attend school activities (eg-dances, games, school activities, etc)

Due process: For all violations of the participation rules, due process procedures and rights as identified in this handbook under the heading of Suspension Procedures shall apply.

OREGON'S ALCOHOL LAWS AND MINORS

Students and parents need to be aware of the following: Oregon law prohibits anyone, except a parent or legal guardian, from providing alcohol to a minor or juvenile. Parents or guardians may legally provide alcohol to their minor child only in a private residence when accompanying their minor child. A parent cannot transfer this responsibility to another adult or provide alcohol in a public place. If minors other than your children consume alcohol in your presence, you may have to forfeit property and may be issued a criminal citation.

ORS 165.805 Misrepresentation of age by minor:

When minors misrepresent their age they are referred to juvenile court or are issued a citation. If DMV identification is used in the misrepresentation, the minor's driving privileges may be suspended for up to one year.

ORS 471.430 Minor in possession/minor in prohibited area:

When minors are in possession of alcohol, they are either holding the alcohol, have consumed the alcohol, or attempted to purchase the alcohol. They are either referred to juvenile court or issued a criminal citation.

ORS 471.610 Confiscation of liquor and property:

When an officer arrests a person for violating a liquor law, the officer may take possession of all alcoholic beverages and other property used in violation of the law.

ORS 471.620 Property or places subject to confiscation:

Any room, house, building, boat, structure or place of any kind where alcohol beverages are sold or given away in violation of the law is subject to confiscation.

ORS 471.410(2) Furnishing alcohol to a minor:

No person shall sell, give or make alcohol available to a minor. Illegally providing alcohol to minor in a class A misdemeanor.

ORS 471.410(3) Controlling an area where minors are permitted to consume alcohol:

It is illegal for someone exercising control over private property to allow persons under the age of 21 to consume alcohol on the property. It is also illegal to allow any person under the age of 21 to remain on the property if they have consumed alcohol.

ORS 471.565 Licensee, permittee, and social host liability:

As a licensee, permittee, or social host if you serve a visibly intoxicated person or guest you may be held liable for damages caused by persons or guests away from your home or licensed premises.

ORS 471.567 Liability for serving minors:

Licensee's, permittee's, and social hosts can be held liable for injuries caused by a minor who obtained alcohol from you. Minors who represent their age to a licensee can be held liable for damages sustained by the licensee.

CODE OF BEHAVIOR

1. Students involved in school activities should strive to maintain high standards in dress and grooming, attitude, discipline and sportsmanship
2. Each student involved in school activities is expected to regularly and promptly attend all team/activity practices and events.
 - a. If students involved in school activities know in advance that they are going to be late or absent from a practice or event, they will personally notify the coach/advisor well in advance. Sending messages by another student will not suffice. Failure to notify the coach/advisor may result in suspension from the activity.
 - b. If there is an athletic/academic conflict, it will be the responsibility of the student to work with both coaches/advisors to settle the issue. If that is not possible, the athletic director/administrator will work with the coaches/advisors for the best possible solution.
 - c. All students involved in school activities will comply with the existing school policy on dress during the regular school day. Students should exceed the school dress code while representing their teams/activities on out-of-town contests.
 - d. Students involved in school activities may be released by the coach/advisor only to parents/guardians or, with signed administrative pre-approval, to a designee of the parents/guardians.
 - e. Students are to use language appropriate for the classroom at all times before, during and after every event, including during transportation.
 - f. Any student involved in school activities who violates any of these rules is subject to a penalty prescribed by the coach/advisor.
3. Any student fighting or involved in a fight during the course of an athletic event and/or ejected from an athletic event will be suspended for the next contest.
6. **Taunting**—any student involved in taunting, which is any behavior intended or designed to embarrass, ridicule or demean athletic competitors at any interscholastic event, will be immediately removed from that event and the next athletic contest.
7. Students involved in school activities should refrain from posting negative comments towards opponents, teammates, coaches, officials, etc., on social media sites. Refusal to remove derogatory posts may result in disciplinary action.

ATHLETIC CUT POLICY

If there is a need to cut numbers on an athletic squad, all athletes will be notified of a cut date and the process by which cutting will take place. Athletes will be given a minimum of three days of practice prior to any cuts. The process to be used for cutting will be approved by the school administration prior to any notification of cutting to athletes and their parents. If cutting is necessary, the coaching staff, with approval of the administration, will make the decision.

PRACTICE

Coaches/advisors need to do the following:

1. By working with the athletic/activities director, establish a practice schedule which starts and ends at a specific time to better enable parents/guardians to plan meals and pick up children. The length and frequency of a practice session should be set to gain maximum training effectiveness. Double practices for LHS teams during the OSAA-approved summer/fall pre-season dates are to follow all OSAA requirements as outlined in the OSAA handbook. Practice on Sundays is not permitted. Practice on holidays and during vacations is dictated by the following guidelines:
 - a. should be avoided
 - b. must be approved by the athletic/activity director and building administrator
 - c. must not be mandatory
 - d. no disciplinary consequences for non-attending participants

Practice during vacations should be planned in advance to enable families to plan their activities.

2. Be responsible for informing parents/guardians of practice dates and times, game schedules, bus departures, and return times.
3. Obtain the approval of the athletic/activity director in advance of any practice cancellations.
4. High school teams shall adhere to all OSAA requirements on practice sessions.

ELIGIBILITY GUIDELINES

Students participating in any school-sponsored activity must meet the minimum eligibility standards established by the Oregon School Activities Association, be in regular attendance, have passed six classes the previous semester, and obey participation rules. Students on an Individualized Education Plan (IEP) will be considered on an individual basis. Modifications may be made in the eligibility requirements to ensure students on individualized programs have the same opportunities.

School sponsored activities include all sports, rallies, mat maids, statisticians, managers, student body officers, individuals when representing the school, class officers, Honor Society, other clubs, and the extra-curricular aspects of annual, band, choir, and FFA.

The Lake County School District #7 board of directors feels that Lakeview student athletic/activity participants are capable of and should be expected to achieve high academic standards. Therefore, **the following standards must be met by each student participating in a school-sponsored extra-curricular activity:**

Lakeview High School:

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. currently enrolled in and passing six subjects; regular attendance | Grades will be checked every first and third nine weeks. Ineligible students may not participate for the rest of the semester. |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

And

- | | |
|----------------------------------------------------------|-----------------------------------------------------------------------------|
| 2. passed six subjects the previous semester; attendance | Ineligible students may not participate for the entire subsequent semester. |
|----------------------------------------------------------|-----------------------------------------------------------------------------|

The OSAA requires that student athletes be making satisfactory progress toward graduation. In order to be eligible, a student must have earned the following required credits. Prior to grade 10 a student must have earned 4.5 credits, prior to grade 11 a student must have earned 10.5 credits, and prior to grade 12 a student must have earned 17.5 credits.

Daly Middle School:

DMS student's grades will be checked at the end of each quarter. Students not passing 6 classes will be ineligible for the next quarter. Seventh grade fourth quarter grades determine eighth grade first quarter eligibility.

LHS students may go to summer school to make up credits. Made-up credits must be on LHS's records before those students are eligible to turn out for fall sports.

Students who are ineligible are not allowed to participate in any extra-curricular activities except those that are part of class grade requirements. Ineligible students should not dress for events or travel with the groups during this time. Participation in practice is at the coach/adviser's discretion. Students serving a suspension will not be allowed to participate in practice or an event during the time of during in-school or out-of-school suspension.

Adel/Plush students: County school students are eligible to participate in interscholastic activities sponsored by Daly Middle School. Those students participating shall meet all Lake County School District #7 eligibility requirements and observe all participation rules.

The **day before/day of** rule: To participate in or to attend any school-sponsored activity, game, or practice, a student must be present in school the entire day of the activity or all day Friday for a Saturday activity unless there is a pre-arranged absence approved by an administrator. (see pre-arranged absences, page 15)

The **day after** rule: Students will be in school **the entire day** following a mid-week event, unless pre-arranged by an administrator. An absence the day following a mid-week event will result in loss of the

next full game or activity. Athletic violations will result in an athletic consequence. Activity violations will result in an activity consequence.

ACADEMIC PLAN OF ASSISTANCE

Students who fail to meet the Lakeview High School eligibility guidelines at the end of the first or third quarters may be eligible for an academic plan of assistance. The student must meet the OSAA guidelines of passing a minimum of five classes at this time. In addition, the student must have been eligible from the previous semester by passing six classes.

If a student has met the specified guidelines, he/she must make a written request to the athletic director to be placed on an academic plan of assistance. If approved, the student's grades will be checked two weeks after the end of the first or third quarter, whichever applies, and then every week thereafter. If the student is passing six classes, the student will be eligible for activities and athletics until the next grade check.

If at any time the grade check shows that the student is not passing six classes, the student is ineligible for the remainder of the quarter.

ATHLETIC EJECTION POLICY

LHS/DMS has a zero tolerance policy regarding unacceptable sportsmanship:

1. Any athlete/coach ejected from a game or activity because of unsportsman-like behavior will not play/coach in the next game or activity. LHS coaches and players will pay a \$50 fine; they will not participate until this fine is paid.
2. Any athlete/coach who is ejected for a second time in a school year will not be able to participate/coach for the remainder of the school year.
3. If an ejection is successfully appealed to the OSAA, the fine will be refunded to the athlete/coach.
4. ORS 161.067 authorizes sports officials to eject an unruly coach, player, or spectator from a sporting event, and makes it a crime of criminal trespass if the ejected person refuses to leave.

OSAA EJECTION POLICY

Any player ejected from a game will not participate in the next scheduled contest. Any player making physical contact with an official will be ejected and suspended for the next contest. The school will be fined up to a maximum of \$1000; the player will appear before the OSAA executive board with a school administrator.

MEDICAL AND LEGAL POLICIES

1. All athletes must have met the following requirements prior to their first practices in any given authorized sport: A current physical must be on file in either the athletic/activities director's office or the athletic trainer's office. All students must have a physical at the seventh, ninth, and eleventh grade levels (or every two years). Students new to District #7 or those who failed to get a physical at these grade levels will be required to have one.
2. All athletes who participate in Lake County School District sponsored sports will be required to complete the most current district approved concussion management tool (e.g. IMPACT Concussion Management Software) prior to their ninth (9th) and eleventh (11th) grade school years.

All new students who participate in sports will be required to complete the concussion management tool no later than one-week after the first day of practice.

3. All equipment issued by the school for other sports and/or activities must be returned. All fines must be paid in the office.
4. When a physician restricts a student's participation in athletics for treatment of an injury, the athlete cannot participate further until a doctor has issued a written release approving athletic practice and/or competition.
5. A **complete athletic participation permit form** including emergency information, parent/guardian permission to participate, insurance arrangements, and special medical information must be on file. The athlete must be covered by a parent's/guardian's insurance policy.
6. Return **participation rules information sheet** signed by athlete and parent/guardian.
7. **All fees must be paid.** LHS/DMS students must satisfy the fee requirements for a student body card, activity fees, and towel fees. These must be paid in full to the building secretary.

CONDITIONING AND TRAINING

An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete, type of competition, and OSAA rules and regulations.

OFF-SEASON GYM USE/RULE OF TWO

Use of the gym facility at LHS will be allowed for off-season sports only when there is no conflict with the current sport/activity. Open gyms will be open to students not participating in a current sport or current athletes with approval of in-season coach of current sport being played. If a player quits a sport, that player is not allowed to work with any coach until the sport that they quit concludes. No coach will work with more than two students outside of the designated sports season. Off-season gym use pertains only to the OSAA sports year, September through May. A high school administrator will schedule facility use.

OPEN GYM POLICY

While we believe that off-season skill development is important to a successful sport program, our priority is the season that is in progress at the time. The purpose of this policy is to allow some open gym flexibility while ensuring that the open gyms do not infringe on the sports currently in season. There are several guidelines that all Lake County School District #7 high school coaches, both under contract and volunteer, must follow:

- A. No coach-sponsored open gym will be permitted for six weeks after the first official day of practice for each sports season.
- B. Two open gyms/facility will be allowed every week; each session will be a maximum of two hours in length.
- C. Conditioning and weight training is appropriate but should not include in-season athletes without the in-sport coaches' approval.
- D. OSAA rules will apply to all open gyms.
- E. Open gym attendance is **NEVER** a requirement for team participation.

TRAVEL IN PRIVATE VEHICLES

Students may be released to ride to school activities with parents/ guardians, providing the coach/adviser gains the prior approval of the building administrator. Parents/guardians may approve the release of their children to an adult 21 and over or to a sibling for travel to or from an activity, provided that the administrator/athletic director pre-approves the release in writing and notifies the coach/adviser of the release approval. For return trips home without pre-approval, the coach/adviser may release students **ONLY** to the students' own parents/guardians. Students are also permitted to ride with their coach/adviser with parental approval.

HOME SCHOOL STUDENT PARTICIPATION

Home school students are eligible to participate in interscholastic activities sponsored by Lakeview High School. Those students participating shall reside within the attendance boundaries of Lakeview School District #7 and shall follow these requirements: (Refer to OAR 581-021-0033 and ORS 339.460.)

1. The student shall be in compliance with all rules governing home schooling and shall provide the school administration with acceptable documentation of compliance.
2. The student shall meet all school district eligibility requirements with the exception of the school district's attendance requirements and the OSAA class requirements.
3. The students shall achieve a minimum score (23rd percentile) on the achievement test required annually of all home-schooled students, which shall be taken at the end of each year and which shall be used to determine eligibility for the following year.

AWARDS

If given, awards should have intrinsic value only. Participation in activities should stimulate students to participate for self-enrichment and not for awards or other extrinsic incentives.

At LHS, all class officers, student council members, band and choir members, Future Farmers of America, National Honor Society members, members, and other deserving students as approved by the administrator are eligible for letter awards and/or participation awards. Each adviser will have written criteria for students to meet in order to earn letters.

All students assisting athletic teams as statisticians, managers, mat maids, or other support positions are eligible to earn a letter for that sport. Each coach will have written criteria for earning letters. Criteria will be consistent with the position's responsibilities and contribution to the overall program. All awards must be approved by the administrator.

AWARD BANQUETS/DESSERTS

The selection of an appropriate forum to present awards to participants will be the responsibility of each coach/adviser. Students and parents/guardians will not be required to pay for admission and/or meals to attend the event. Potluck meals are permitted. Low-cost events such as an awards dessert in the cafeteria are encouraged.

CO-CURRICULAR ACTIVITIES

Annual, band, choir, and FFA are also curriculum choices at Lakeview High School. The primary focus of these classes occurs during the school day with some extra-curricular activities occurring outside the school day. Student participation in these extra-curricular activities will be subject to OSAA and school district eligibility requirements.

NEW CLUBS/ORGANIZATIONS

If a group of students is interested in starting a club or organization within the school, the following information should be submitted in writing to the student council:

1. goals and purpose
2. activities
3. organizational and operational structure
4. name of adviser
5. membership qualifications or procedures

Approval to start the club must be granted by both the student council and administrator. All applications must be approved by the school board. Within one month after approval, a copy of the club's constitution and by-laws must be submitted to the student council and administrator for approval. Clubs which have become inactive may be reactivated and recognized by submitting a written request which includes the five points above to the student council.

SCHEDULING ACTIVITIES

All school groups must schedule activities as follows:

1. Submit an activity request form to student council for approval.
2. After approval, schedule activities through the athletic director no less than one full week in advance. (It is advisable to submit the request much further in advance to assure approval.)

DESCRIPTION OF LHS ACTIVITIES

ASSOCIATED STUDENT BODY (ASB) AND STUDENT COUNCIL:

The student council is responsible for many student activities and is expected to deal with student concerns, assist in promoting activities, and coordinate student events. Composed of elected Associated Student Body officers and officers of the freshmen, sophomore, junior, and senior classes, this group has the responsibility to transact ASB business matters and to bring before the ASB all major decisions regarding by-laws, constitution, and changes in traditions. Any and all students and/or parents/guardians are welcome to attend student council meetings. Any violation of the participation rules (p. 43 and 44) may lead to dismissal of the student from ASB/student council.

CLUBS AND ORGANIZATIONS:

Clubs and organizations are a valuable part of high school life and can be a rewarding experience for participants. Membership is open to all interested and/or eligible students. The following activities/clubs are recognized by the student council:

ARCHERY: the Archery Club promotes the national Archery in the Schools Program, strives to improve student's physical, emotional, and social health, promotes archery safety, and seeks to develop character through communication, cooperation, respect, and responsibility.

SCIENCE CLUB: the Science Club is designed to promote science within the school and the community. The Science Club organizes local science activities to help the science curriculum in the school.

FFA: Future Farmers of America is open to any student enrolled in agriculture classes and involved in a class project.

NATIONAL HONOR SOCIETY: Membership in the Lakeview Chapter of National Honor Society is one of the highest honors a student may attain. National Honor Society membership is based on the following criteria:

- membership:** limited to sophomores, juniors, and seniors
- scholarship:** 3.75 accumulative grade point average
- service:** willingness to render service to school and community
willingness to do committee or staff work; readiness to show courtesy by assisting visitors, teachers, and students
- leadership:** demonstration of leadership in classroom or organization work; demonstration of leadership in promoting school activities; success in holding school offices or positions of responsibility; exemplification of positive qualities and standards
- character:** meets commitments and responsibilities to the school promptly; demonstrates highest standards of honesty and reliability; cooperates with school regulations; demonstrates concern for others

Sophomores and juniors with a GPA of 3.75 or higher will be invited to apply after the first semester. The application includes a short essay regarding the student's academic achievements, extra-curricular activities, leadership experience, community service, and character. Students not selected for membership may consult with the Honor Society advisor as to specific reasons and may reapply during the following selection period. Any violation of the participation rules (p. 43 and 44) may lead to dismissal of the student from ASB/student council.

STUDENT DANCES

Dances are for the benefit and enjoyment of the members of the student body. No dance sponsored by the school or a school group may be held off campus without administrative approval. All school dances must be sponsored by a school organization. Dances must be scheduled in the same manner as other group-sponsored activities. A violation of any school rule or policy at a dance is subject to regular school disciplinary action. The following dance rules and procedures must be observed:

1. All dance requests must be approved at least one month in advance by the student council and administration.
2. Dances will end by 11:00 pm and will not be longer than three and one-half hours in length. DMS dances will end by 10:00 p.m.
3. All dances must have at least three teacher and four parent/guardian chaperones.
4. A student who is absent during the school day prior to the dance may not attend the dance unless prior permission has been obtained from the administrator.
5. Student dress codes will be observed; students are expected to dress neatly and cleanly for all school dances.
6. Student policy regarding displays of affection and appropriate dance will be followed. Front-to-back dancing or bumping and grinding are not appropriate.
7. Students must submit guest passes for their dates to the office one week prior to the dance; they must produce passes upon entering the dance. Guests must abide by all student rules, or they will be asked to leave. Lakeview High School students are responsible for guest behavior. Students are limited to one guest pass.
8. All guests must be high school graduates or high school students enrolled full-time in a regular or approved alternative school program. They must be under the age of 21. All guests must be approved by the administration.
9. Guests are only allowed at the following LHS dances: Homecoming, Prom, Winter Formal, and other special dances approved by an administrator.
10. Any student or guest who leaves will not be allowed to re-enter the dance. All students must enter the dance within one hour after the dance begins.

DRESS CODES FOR DANCES

formal (Prom, Winter formal)

guys: suit or tuxedo

girls: formal dresses

semi-formal (Homecoming)

guys: slacks/dress jeans,
sweater/shirt and tie

girls: nice dresses/pants outfit
(NO jeans for girls)

informal (after-game dances)

guys: neat school clothes

girls: neat school clothes

costume (MORP, Sadie Hawkins)

everyone: appropriate to dance theme

NOTE: DMS students may not attend LHS dances and LHS students may not attend DMS dances.

SPORTSMANSHIP PHILOSOPHY

SHOW RESPECT FOR THE OPPONENT AT ALL TIMES: The opponent should be treated as a guest, greeted cordially upon arriving, given the best accommodations, and accorded the tolerance, honesty, and generosity all human beings deserve.

SHOW RESPECT FOR THE OFFICIALS AT ALL TIMES: The officials should be recognized as impartial arbitrators who are trained to do their jobs and who can be expected to do them to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

NEGATIVE OR DEROGATORY CHEERS WILL NOT BE TOLERATED: Cheers such as “air ball”, “it’s all over” and other cheers demeaning our opponents will not be allowed.

KNOW, UNDERSTAND, AND APPRECIATE THE RULES OF THE CONTEST: It is essential to be familiar with the current rules of the game and to recognize their necessity for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

MAINTAIN SELF-CONTROL AT ALL TIMES: A prerequisite of good sportsmanship requires understanding one’s own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

RECOGNITION AND APPRECIATION SKILL IN PERFORMANCE REGARDLESS OF AFFILIATION: Applause for an opponent’s good performance is a demonstration of generosity and good will that should not be looked upon as teasing. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.