

# Echo School District 2025-2026

**August 2025**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

**September 2025**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2025**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 2026**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February 2026**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March 2026**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2026**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May 2026**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2026**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**August**  
18th, 19th-Teacher In-service  
20th, 21st-Teacher Work Day  
21st- Open House @ 5:30pm  
25th-First Day of School

**September**  
1st- No School /Labor Day  
5th- Teacher In-Service Day

**October**  
10th-Teacher In-service  
23rd- End of 1st Quarter  
24th- Teacher Work Day  
29th-30th- Evening Conferences

**November**  
11th-Veteran's Day Celebration  
26th,-27th-Thanksgiving Holiday

**December**  
22nd-5th-Christmas Break Begins

**January**  
5th- Teacher Work Day  
6th- Back to School  
15th- End of 2nd Quarter  
16th - Teacher Work Day  
19th No School-Martin Luther King JR Day

**February**  
16th- No School - President's Day

**March**  
23rd-26th- Spring Break

**April**  
2nd-end of 3rd quarter  
3rd- Teacher Work Day  
8th, 9th-Evening Conferences  
17th- Inservice

**May**  
25th- No School / Memorial Day

**June**  
5th- Graduation  
9th- Last Day of School/ End of Quarter  
10th- Teacher Work Day

\*\* Total School Days\*\*

**147**  
**In-service- 4**  
**Work- 8**  
**Evening**  
**Conferences- 2**

□	School Day
■	Holiday
■	Teacher In-Service Days
⬡	End of Quarter
■	Teacher Work Day
■	Graduation

## District Administration

### Superintendent

Raymon Smith

#### **Principal**

Keith Holman

#### **Curriculum & Instruction**

Christina VanNice

#### **Curriculum Coach**

Lindsay Murdock

#### **Counselor & AD**

Mitch Kochis

#### **Teachers**

Brandi Russell

Jr. High Math/P.E.

Rick Thew

Jr. High Science/Art/Industrial Arts

Ashley Stanley

Jr. High Language Arts/Social Studies

Courtney Barnes

Jr. High & HS Electives

John Cox

High School Social Studies

Amo Estrada

Foreign Language/Math

Savannah Shorts

High School Math

Ashley Snow

Language Arts

Helen Griffin

Ag. Classes/FFA

Marvin Coe

Science

Janna Frazier

Music

TBA

Special Education

Jessica Campbell

5<sup>th</sup> Grade

Celie Robinson

4<sup>th</sup> Grade

Ipilito Maloy

3<sup>rd</sup> Grade

Billie Parker

2<sup>nd</sup> Grade

Morgan Magnuson

1<sup>st</sup> Grade

Teddi Fisher

Kindergarten

Brytni Owen

Pre School

#### **Staff**

Emily Spike

Secretary

Jenny Thomas

Registrar

Brenda Denning

Business Manager

Tera Longhorn

Kitchen

Trista Wade

Kitchen

Kristi Armstrong

Maintenance

#### **Echo School Board Members**

Delbert Gehrke, Jennifer Cox, Heather Madison, Lloyd Ferge, Nate James, Nate McFarlane, & Justin Morris

All of the policies stated in this handbook were written in compliance with Federal and State of Oregon Laws, Rules, and Regulations and Echo School District Policy at the time of publication. There will be no discrimination based on race, national origin, religion, age, gender, sexual orientation, or disability allowed at Echo. Any conflict between policy stated herein and Federal, State, or District laws, rules, regulations, and/or policy due to a change in any of the above or because of a change of interpretation of the above will be ruled in favor of the Federal, State or District laws, rules, regulations, and/or policy. Copies of State Laws and Echo School District Policy are available for inspection in the superintendent's office.

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# STUDENT CODE FOR ECHO SCHOOLS

## **AS A STUDENT AT ECHO:**

1. I have the right to be safe. This means that students in the school, on the school grounds, at school activities, and on the way to or from school will not be allowed to hurt nor endanger me, with neither words nor weapons. No one will push me, shove me, threaten me nor fight with me for any reason.
2. I have the right to be treated with respect and understanding. This means that no one will be allowed to laugh at me, call me names, nor do anything to try to hurt my feelings nor to embarrass me.
3. I have the right to hear and be heard. This means that no one will interrupt me by disturbing me in my classroom nor by making noise in the halls.
4. I have the right and responsibility to get the best education possible. I will expect teachers to be well prepared to teach me, and I, in turn, will come to school on time and will try to do as well as I possibly can in my school work.
5. I have the right to a clean and safe school building. I will do all that is possible to make sure that my school and its materials are not damaged or misused.
6. I have the right to study and learn in a school that is free of all illegal drugs, including alcohol and tobacco.
7. I realize that I have the responsibility to always treat students and adults with respect and courtesy and to be sensitive to the feelings of others.
8. I must be willing to accept responsibility for my actions. With good choices, I will be rewarded with positive consequences and will learn to become a better American citizen. With poor choices, I am willing to accept the negative consequences and to learn from my mistakes.
9. I will not hide evidence of an illegal act or school violation.

## **ACCIDENT PROCEDURE**

Any student receiving an injury at school, no matter how slight, is responsible for reporting it to the teacher in charge.

## **ALTERNATIVE PROGRAMS**

The following alternative education opportunities are available to Echo Students:

1. Independent study classes through numerous universities. Before enrolling in a class, check with the principal or counselor to see what requirements the class will meet. This will prevent duplication of classes and classes that will not meet Echo requirements.
2. Independent study classes through Echo Schools. Special arrangements must be made with the administration and the teacher of the subject.
3. If a student is 16 or older he/she may enroll in Blue Mountain Community College continuing education classes. Classes are available that will fulfill many high school requirements. Before enrolling in a class, check with the principal or counselor to see what requirements the class will meet. This will

prevent duplication of classes and classes that will not meet Echo requirements.

#### 4. Credit by Examination:

Any student who thinks that he/she has already achieved the level of competence to receive credit for a required course may challenge the course by successfully completing an acceptable examination over the content of the course. The examination will not take more than two and one-half hours to complete and will be comprehensive enough to cover the entire course of study. The student must receive a grade of 80% or higher to successfully challenge the course and receive credit. If a student receives 90% or above he/she will get an "A"; 80% - 90% a "B", below 80% will be an "F". If the student wishes to enroll in the class, he/she will be given the higher of the two grades between the test or the class. Students will not be allowed to challenge a course that they have previously taken but failed.

#### 5. Credit for Off-Campus Experience:

These learning experiences are supervised by other than district employees in a setting removed from regular school buildings and grounds. The experiences must be integrally related to school curriculum and goals of the student.

All students have the opportunity to earn college credit through Eastern Promise and/or Dual Credit.

Course offerings are as follows:

Eastern Promise (Eastern Oregon University)

Success 101 - Health 250 - Health 298

Dual Credit (Blue Mountain Community College)

Computer Applications - Writing 115/121 - Advance Biology - Math 111 - Speech 111

Contact the principal or counselor for specific enrollment procedures.

### **ASBESTOS**

Echo School's asbestos management plan is on file in the Superintendent's office. At this time our schools have met all abatement requirements and are considered safe.

### **ASSEMBLIES**

Students will be personally responsible for proper conduct and courtesy during each assembly. Unacceptable conduct would include whistling, booing, and talking during a program. Our school pride is evident in the way we conduct ourselves during our student assemblies.

### **ATHLETIC/ACTIVITY CODE**

The following activity code has been adopted by the Echo Board of Education. This code applies to all students participating in any after school activities sponsored by Echo. In addition to possible involvement with a law enforcement agency and possible punishment at school (the following applies after suspensions and/or other disciplinary action), any student athlete not conforming to the letter of this code shall also be subject to the athletic disciplinary action as prescribed below:

# ALCOHOL, TOBACCO AND OTHER DRUG POSSESSION, USE, ABUSE and PENALTIES POLICY

Participation in Echo sanctioned extracurricular activities is a privilege and responsibility which requires all participants to adhere to rules imposed by the school district. Adherence to rules ensures that all students are in top physical condition, minimizes potential for injury, mentally fit, and further ensures that all students appropriately represent themselves and our community. Therefore, the possession or use of any controlled substance, designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician by a student, whether it occurs on or off of school property, is prohibited and shall result in the penalties set forth herein.

This regulation shall begin once our son/daughter begins participation in extracurricular activities as a student in high school activities. This policy remains in effect for every calendar school year during the course of his/her high school career and when he/she is directly involved in a school activity occurring at any time (summer leagues / camps, etc.). This policy remains in effect regardless of whether our son/daughter is currently participating on a high school team/club.

Random testing standards. Echo school district reserves the right to conduct random drug and alcohol testing of students involved in any extracurricular activity. All students who plan to be involved in an extracurricular activity at any point during the year will be placed in the random testing pool at the start of the year. The testing pool is an automated system that will each time random testing is completed select the predetermined number of students for testing. The selection and testing process will be observed by at least two staff members. Testing will be completed using an industry standard testing procedure and testing device. If parents would like a second test done by a laboratory, that test must be completed within 4 hours of when the random test was conducted. Random testing will be conducted throughout the school year.

Suspicion of being under the influence of any of the above substances. If staff or coaches have suspicion that a student is under the influence of any of the above substances, parents will be notified immediately and given the option of letting the school conduct a drug/alcohol test or having a laboratory conduct a test within one hour of notification.

- a. Definitions: The following terms or phrases shall have the meaning ascribed to them for purposes of interpreting this Policy.

Competitive Week – means a seven (7) day period of time beginning with the **first scheduled competition** after a violation occurs in which a student athlete is participating as a member of a team/club for Echo School.

Controlled Substance – includes any mind altering substance or beverage set forth in Schedule I-V of the list of Controlled Substances as identified by the office of the Drug Enforcement Administration or as set forth in 21 U.S.C. §812.

Period of Suspension – means a student athlete is prohibited from appearing in any non-graded sanctioned sport or event as a member of a team or in individual competition. A suspension from

competition begins with the first scheduled competition after a violation occurs. A student who is suspended under this regulation who does not serve the entire period of suspension during the sport/club season in which suspension occurs shall serve any remaining period of suspension during the next sport/club season in which the student appears. If a violation of this regulation occurs during a time when a student does not appear on a roster, the suspension will only be satisfied the next sport season on a team in which the student has previously appeared on a roster as a member in good standing. Attendance in a summer school class shall not apply toward satisfying any period of suspension.

Possession means a student who is in actual physical control of alcohol, tobacco or a controlled substance, designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e- cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician.

Self-Reporting – Means a student reports to school staff of their use and/or involvement in actions that violate this policy. Self-report must be done before school officials become aware of students actions or students are pulled for random testing.

Possession or Use of Tobacco/Alcohol/Controlled Substance/Narcotics. Any student determined to be in possession of, or to have used tobacco, including smoking tobacco, chewing tobacco or snuff, an alcoholic beverage controlled substance and/or narcotic designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician (unless prescribed by the student physician for medical purposes), is in violation of this policy. If after an investigation by the school it is determined that the student is in violation of this regulation the student shall immediately be declared ineligible to compete in any competition beginning with the first scheduled competition after a violation occurs. Additionally, the student shall be subject to the following discipline:

1. First Violation: a third of the season suspension from participation in competition from a sport/club activity in which the student's name has appeared on any roster, beginning with the first scheduled competition after the suspension occurs. The student is required to practice with the team during the period of suspension and may travel with the team if approved by the coach and principal. Students must follow paragraph A & B below.
2. Self-Reporting First Violation – No Suspension, student must submit to paragraph A below and placed on 3 months' probation.
  - A. A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian of the student must be completed within ten (10) school days following the suspension and all assessment recommendations must be satisfactorily met before athletic eligibility may be reinstated.
  - B. The student must successfully participate in all sessions of the appropriate substance abuse intervention program set forth by the licensed specialist and must complete random drug and alcohol testing throughout the suspension.

3. Second Violation: The student shall be suspended from competition from all activities for 1 calendar year from the time of suspension. The student shall be allowed to practice with the team, and must complete the requirements set forth in subparagraphs A and B below, in order to be considered for reinstatement of future eligibility, which shall be determined following the suspension of eligibility by a group composed of one of the student's parents/legal guardians, the school principal, athletic director, coach and a substance abuse program coordinator.
4. Self-Reporting Second Violation - a third of the season suspension from participation in competition from a sport/club activity in which the student's name has appeared on any roster, beginning with the first scheduled competition after the suspension occurs. The student is required to practice with the team during the period of suspension and may travel with the team if approved by the coach and principal. Students must follow paragraph A & B below.
  - A. A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian of the student must be completed within ten (10) school days following the suspension and all assessment recommendations must be satisfactorily met before athletic eligibility may be reinstated.
  - B. The student must successfully participate in all sessions of the appropriate substance abuse intervention program set forth by the licensed specialist, and must complete random drug and alcohol testing throughout the suspension.
5. Third Violation and/or Third Self-Report: The student shall be ineligible to participate in all sports/clubs for the remainder of the student's high school career.
6. Appeal: Appeals can be made to the superintendent and/or school board and must follow the district appeals process.
- 7.

## ACADEMIC ELIGIBILITY POLICY

The Echo School District believes that the extra-curricular programs are an important part of the educational process and that these activities encourage and support the academic programs. It is with this in mind the following eligibility requirements have been developed. It is with this in mind the following eligibility requirements have been developed.

- A. The Student must meet all OSAA mandated requirements.
- B. On the first school day of each week student's grades will be assessed. If a student earns a grade below a 70% (known as being on Grade Check) in any class they are required to attend lunch detention all four days. The first week they are on Grade Check they are eligible to participate in practice and any games or competitions that week (Monday – Sunday) along with attending lunch detention that week.
- C. Students on grade check for week 1 will be expected to complete a goal sheet for the class(es) they are below a 'C' level in. Students will have to have it signed by all parties, and turned into the principal by Thursday.

- D. If a student is still on grade check for the same class for Week 2 students will be eligible for if the goal sheet is completed and progress is being made.
1. **ATTENDANCE:** Students who do not prearrange absences must be in school all day on the day of a home activity, in school the equivalent of one full day before departure for an away activity and all day following the activity or they will be ruled ineligible for that activity or the following activity. Absence occurring on the day before, day of, or day after must be pre-arranged by 10:00 AM the day the absence occurs. To pre-arrange an absence that complies with state attendance regulations a parent/guardian must contact office personnel and coach **BY 10:00 AM** the day the absence occurs.
  2. **EXTRA CURRICULAR ACTIVITIES:** All extracurricular activity participants are expected to maintain good attendance and participation in all events. Any absence must comply with the Attendance policy set by the school, all absences must be excused by 10:00 AM on the day of the absences or prearranged through the coach and main office. To attend extracurricular/practices the student must be in full attendance on the day of the event and comply with school attendance policies listed above. Full attendance means 7:50am-3:40pm. Extracurricular activities are a privilege which makes it our privilege to give back and provide leadership to our school community. Students attending events which remove them from the school day are responsible for any school work missed during that event. It becomes the responsibility of the student to get prearranged slips prior to the event and are encouraged to have work turned in prior to departure. Prearranged absences apply to practices as well, which means workouts need to be made up when missed.
  3. **SWITCHING SPORTS:** Students may not switch from one sport to another after the second week of a season.
  4. **DRESS CODE:** On the day of a scheduled activity, participants must wear the appropriate attire as specified by the coach of the activity. **STUDENTS WHO FAIL TO MEET THE DRESS CODE FOR TRIPS WILL NOT BE ALLOWED TO TRAVEL TO THAT ACTIVITY.**
  5. **CITIZENSHIP:** Every student who turns out for an activity sponsored by Echo Schools is expected to practice good citizenship at home, at school, and in the community. He or she is on parade and is recognized as an ambassador of Echo. The conduct at away activities is crucial to the reputation of the whole school and the individual teams or activities involved, and our students will present themselves as outstanding citizens. Anything less may result in removal from the sport or activity.
  6. **ELIGIBILITY POLICY:** The Echo School District believes that the extra-curricular programs are an important part of the educational process and that these activities encourage and support the academic programs. It is with this in mind the following eligibility requirements have been developed. This policy is a partnership with the overall philosophy of keeping our students and parents informed about happenings at school. To be eligible to participate in extracurricular activities (extra-curricular activities are defined as those activities under the sponsorship or direction of the school for which participation is voluntary) a student must:
    - a. The student must meet all OSAA mandated rules from the previous semester.

- b. Grades are reviewable through Parent Vue at your convenience via the web. Students who fall below a 70% will be deemed ineligible the first school day of each week until that grade(s) are at a 70% or better. During the ineligible period students are allowed to practice but not allowed to participate in events/games or miss school time unless academically required.
  - c. Students in special programs will be graded accordingly
  - d. If a student is to miss class due to an extracurricular event/game, it is his/her responsibility to prearrange with each class and turn work in prior to departure.
  - e. Students must have on file in the Athletic Director's Office a contract and a physical form prior to any participation, including practice.
  - f. Each student will be personally responsible for all school equipment issued to him or her. The student at replacement value must pay for any equipment not returned, or damaged beyond normal use.
  - g. Students will be excluded from school activities, including practices, if they owe In-School Suspension that was scheduled. Out-of-School Suspension time will preclude students for practice or games.
  - h. Ineligible students are not allowed to travel nor sit with students that are participating in an activity e.g., ineligible students traveling with or sitting with the football team.
7. Coaches, using appropriate professional judgment, may add their own set of policies and procedures as the leader of the program.

#### ATHLETIC AWARDS

An athlete must be a member in good standing at the close of a sport season to be eligible for any award that may be given. An athlete is encouraged to attend the awards presentation to receive an award. **WARNING:** Violation of training or citizenship rules at any time during a sport season may jeopardize a student's opportunity to receive any award, i.e., recognition for all-conference. Acceptance of any "tangible rewards" of any sort other than those approved by the coach and Echo athletic director will not be allowed and may affect a student's chances to compete in any further amateur athletics in Oregon or college. An accumulation of rewards totaling over \$300 per year will make a student ineligible for further OSA approved activities.

#### ATTENDANCE, ABSENCES, AND EXCUSES

Students who are not in school do not have a fair chance at getting the education necessary to survive in today's world of work. All children who reside in Echo School District and who are between the ages of seven and eighteen years and who have not completed the 12th grade, are required to attend school regularly. (Except as provided in ORS 339.030) Multiple unexcused absences and tardies violate state law and are categorized as trancies. A student will not be allowed to obtain more than nine (9) absences, five (5) tardies, or one (1) unexcused absence in any class during a semester. After every 6th unexcused tardy, or a 10th non-school-related absence the student will have lunch detention during those two weeks. High school students will result in your off campus privileges being revoked for two weeks as well. Students will have 8 hours of makeup for 6th tardy and 10th absence. If the hours are not made up then the student will receive an Incomplete until they are made up.

Echo students maintain good attendance in the following ways:

1. Attend all classes regularly.
2. Report to all classes on time.
3. Get appointments or trips pre-arranged.
4. Checkout at the office before leaving campus even if your parents pick you up. Students not following this policy will be reported and recorded as truant, with consequences assigned accordingly.
5. Clear all absences at the main office by 10:00am the day of the absence.
6. Per state law (ORS 339.065), excused absences will only be given for:
  - a. Family emergency - determined by the principal
  - b. Illness/Doctor Appointments
  - c. Pre-arranged absence - excused or unexcused determined by the principal.
  - d. School sponsored activities - participants will not be counted absent from class.
7. Get all schoolwork to be missed ahead of time whenever possible.
8. Make up all work on time as required by the teacher.
9. An absence will only be classified as "pre-arranged" when a student has brought a note (or parent has called) prior to the absence, and the student has circulated a "pre-arranged" slip to all of his/her teachers. If a student is failing a given class and/or must be in class on the given day for academically valid reasons, the teacher will mark "no" on the pre-arranged slip and the student will receive an unexcused absence in that class should they still choose to be absent.
10. Students will not be allowed to leave class or campus to run errands for staff members.
11. Teachers may address attendance in course outlines.

**Note:** Excessive absences may be considered as grounds for student retention.

**DISEASE:** A student returning to school after having had a communicable disease may be required to have a doctor's release. Students sent home because of head lice are required to present evidence of treatment when returning to school and be free of both lice and nits.

For all absences it is the individual student's responsibility to get the assignments and to make up the missed class work. It is the responsibility of parents to see that the attendance policy is not abused.

**REQUESTING HOMEWORK:** Parents may call the office by 10:00 am to request homework. Requests received after 10:00 do not give the teacher enough time to gather the materials. Homework should be picked up at the main office between the times of 3:40 and 4:00pm.

**SCHEDULE CHANGES:**

Schedule changes will not be made once two weeks' worth of class time has passed. Exceptions to this policy will be made under extreme conditions only. Students need to use the schedule change form that was emailed to them.

## BEHAVIOR POLICY

It is expected that students at Echo make their own choices about the behavior they display. They will also learn that there are consequences for both appropriate and inappropriate behavior.

APPROPRIATE BEHAVIOR is the behavior of successful, and a major goal at Echo is to have all of our students be successful. Our goal is to recognize all students who demonstrate that they are mature enough to use appropriate behavior in their day to day lives. Our successful will be recognized in many ways throughout the year such as: "CAUGHT BEING GOOD: COUGAR PRIDE POINTS AND DRAWINGS; ATTA BOYS/GIRLS; POSITIVE NOTES HOME; PHONE CALLS HOME; VERBAL PRAISE; SPECIAL TREATS; CHARACTER TRAIT AMBASSADORS; EXTRA OR SPECIAL PRIVILEGES FOR GOOD CITIZENSHIP, ETC.

While our goal at Echo is to recognize and praise appropriate behavior, at times we will have to deal with those who choose to exhibit inappropriate behavior. What constitutes inappropriate behavior often depends upon the age and maturity of a student. For example, a first grader spitting on another student may result in a talk and some minor punishment. Should a senior lose control and spit on another person, he/she would, at a minimum, be suspended.

NOTE: SCHOOL RULES APPLY WHILE TRAVELING TO OR FROM SCHOOL, AT SCHOOL, AND WHEN GOING TO OR FROM AND WHILE ATTENDING ANY AUTHORIZED SCHOOL FUNCTION.

- I. The following acts may get an office referral. The consequences may be but are not limited to Detention, loss of privileges, police citation, parent conferences, and suspension or recommendation for expulsion for repeated violations of these rules (for more specifics, see V below):

Repeated tardiness	Repeated unexcused absences
Truancy	Repeated dress code violations
Insubordination	Inappropriate or obscene language
Disruptive behavior	Obscene, slanderous, or threatening notes
Cheating	Illegal behavior
Harassment/Bullying	Physical violence
Damage to school property	Behaviors that places others at risk
Unprepared for class	Overt displays of affection
Hall Pass Violation	

The following may result in suspension and, in some cases, a recommendation for expulsion:

Repeated major violations	Fighting
Gang behavior	Defiance of authority
Failure to serve detention	Cheating on final exam/major project
Stealing	Use or possession of drugs/alcohol
Sale or supply of drugs/alcohol	Making False Allegations
Any major violation aggravated by racially/sexually derogatory behavior	
Possession of a weapon (law requires 1 year expulsion in most cases)	

II. Teachers will deal with consequences for acting out in the classroom. Teachers will teach the following steps in discipline:

- Step 1: Classroom behavior plan as designed by teacher to handle minor infractions.
- Step 2: Parents are contacted, lunch detention will be assigned.
- Step 3: In School Suspension
- Step 4: Out of School Suspension

These rules will be enforced by the teacher, who has the right to punish according to the age of the student and the severity of the misbehavior.

III. In case of student/staff safety, physical restraint may be used to control a student and/or to prevent a student from injuring him/herself or another person.

IV. Class and ASB officers, Club Presidents and other official school leaders are expected to model exemplary citizenship, failure to do so could result in removal from office in addition to other punishments.

V. PRINCIPAL'S ALTERNATIVES FOR INAPPROPRIATE STUDENT BEHAVIOR: The corrective actions to be taken will be determined by the principal, using his best professional judgment, based upon knowledge of the student's age and maturity, the seriousness of the behavior, the Echo School Board Policy, and the State of Oregon School Laws. His decisions shall be based on a careful and reasoned investigation of the facts as best he can determine them to be. He may, in rare cases, make exceptions to the guidelines or add alternative consequences, if necessary, based upon his professional judgment as to what is best for the student and/or the school. Some of the consequences from which he will select for inappropriate behaviors are: Verbal correction, problem solving form, parent letter or conference, behavioral contract, counseling, cooling-off or time out, assigned work/duties, withdrawal of privileges, removal or ban from extracurricular activities, detention/loss of recess, probation, notification to or referral to an outside agency or authority, confiscation of an item, out-of or in-school suspension, an alternative education program, and/or recommendation to the board for expulsion. STUDENTS ON IEP PLANS AND/OR 504 PLANS MUST BE DISCIPLINED ACCORDING TO REGULATIONS CONTAINED IN THE IDEA ACT OF 1997! Work duties shall not take the place of detention.

STUDENTS MAY NOT ATTEND ANY SCHOOL FUNCTIONS THE DAY OR DAYS THAT THEY HAVE BEEN SUSPENDED FROM SCHOOL FOR DISCIPLINARY REASONS, IN ADDITION TO ANY OTHER CONSEQUENCES.

## DISCIPLINE SYSTEM

Excessive Lunchtime Detentions  
Three lunch Detentions: ISS

Defiance of Authority  
First Offense:ISS  
Second Offense: Suspension

Verbal Assault of Staff  
First Offense: Suspension

Theft  
First Offense: Suspension + Restitution

Damage to Property  
First Offense: Detention + Restitution  
Second Offense: ISS + Restitution

Vandalism  
First Offense: Suspension + Restitution

Attendance  
First Offense: Detention  
Second Offense: ISS  
Third Offense: Suspension

Tardy Referral  
First Offense: Detention

Inappropriate Relationship Boy/Girl  
First Offense: Detention  
Second Offense: ISS  
Third Offense: Suspension

Tobacco/Alcohol/Drugs  
First Offense: Suspension

Inappropriate Language  
First Offense: ISS  
Second Offense: Suspension

Fighting  
First Offense: Suspension

Rough Housing  
First Offense: Detention  
Second Offense: ISS  
Third Offense: Suspension

Intimidation – Physical or Verbal  
First Offense: ISS  
Second Offense: Suspension

Sexual Harassment or Threats of Any Type  
First Offense: Suspension

Dress Code Violation  
First Offense: Detention  
Second Offense: ISS  
Third Offense: Suspension

Disrespectful Behavior  
First Offense: Detention  
Second Offense:ISS  
Third Offense: Suspension

Repeated office referrals in a period of time will be considered defiance of authority in the following manner: For High school students five discipline referrals in any one semester will result in a minimum of ISS, six referrals in any one semester will result in at minimum a suspension. For Jr. High age students seven per semester will result in a minimum of ISS, 8 per semester will result in at least a suspension. Students receiving twelve level two referrals in one semester may be referred to the alternative school or the Superintendent for Expulsion under the classification: Defiance of Authority.

From time to time, the severity of the act may be such that it will be treated as a second or third offense even if it is the first time a student has committed an error in judgment. If a student continues to violate the code beyond the number of offenses listed in the handbook, it may lead to a recommendation for expulsion. Failure to show up on time for detention will be considered defiance of authority.

## **BICYCLES/CARS/MOTORIZED VEHICLES**

Students may bring bicycles to school. They are to be taken directly to and parked in the bicycle stand. It is recommended that the bikes be locked to the rack with a chain or cable. Bicycles or other wheeled devices such as skateboards, scooters and Heelies are not to be ridden on any school property.

All motorized vehicles will be parked in the student parking lot. Students may not return to or be in this lot during school hours unless they have permission from the principal. Students may not be in or on other vehicles during school hours without appropriate permission, as well. All posted speed limits and traffic laws must be obeyed. Violation may result in suspension from school, loss of driving privileges, and/or arrest.

## **BOOKS**

All basic textbooks are loaned to students for their use during the school year. Library books and textbooks are to be kept clean and handled carefully. Students or their parents will be required to pay for lost or damaged books. A student who loses a book will be charged the replacement cost of the book. The Administrative Team will determine the fine for damages to text or library books.

## **BUS REGULATIONS**

Students and parents should understand that riding the bus is a privilege, not a right, and this privilege may be denied if the student chooses not to follow the Oregon Board of Education Regulations, the district bus guidelines, and/or the Echo Student Code. The following Oregon Board of Education Regulations governing pupils riding school buses must be observed on the bus:

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus, both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written parent permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones. Loud or vulgar language is prohibited.
12. Pupils shall neither open nor close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.

14. Pupils shall be courteous to the driver, to fellow pupils, and any passerby.
15. No glass bottles or aerosol cans are allowed on a bus.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations, may forfeit their privilege to ride on the buses
17. On activity trips, students will remain in the seats when the bus arrives home until the coach/teacher has inspected the area and dismissed the students.

In all instances of inappropriate behavior, the principal may make exceptions to the guidelines or add alternative consequences, if necessary. The principal will make the final decision regarding consequences for inappropriate behavior.

**Special Note to Parents:** The transportation policy will be discussed with your son or daughter. Students who have been denied bus-riding privileges due to abuse of bus rules must still attend school. Parents are required by law to get students in this situation to school.

### **CELLULAR PHONES and ELECTRONIC DEVICES**

Students may not have personal cell phones, smart watches, iPads/tablets or computers during the school day. Students are only allowed to use computers issued by the school district.

Students may possess cellular phones and electronic devices at school as long as the device remains in the student's locker. Student use of electronic devices (talking on, reading messages, listening to music or playing games) during the school day will result in confiscation of the device by the teacher. The device will be turned over to the principal and the student can pick it up at the end of the day for the 1st offense. If the device is collected again the students' parents will be required to pick it up from the principal.

Students are not allowed to possess photographic phones or devices in or around the locker rooms. Students are not allowed to use photographic phones or devices to take inappropriate pictures of any type during any school function, class or activity. Violations of this rule will result in a minimum of suspension and may include consequences up to and including expulsion.

### **CHEATING and PLAGIARISM**

The Echo School District faculty and administration believe honesty and trustworthiness are basic characteristics of a citizen in a free society. We also believe whatever learning a person achieves as a result of his/her own efforts is an accomplishment in which he/she can take pride and which will be useful and beneficial.

In this belief, and as an expression of the value we place on the integrity of a student's work, we will not accept plagiarizing, copying the work of others, doing another student's work for him/her, giving another student answers to tests or assignments, nor doing any other activity which falls into the classification of cheating, this includes taking pictures of assignments/tests.

The consequence for such action will be a minimum of confiscation of materials, a grade of "0" assigned for the work, no opportunity to make up the work, and notification of parents by letter or telephone. Additional consequences may include but are not limited to detention, suspension, or expulsion.

## **CHILD ABUSE**

Oregon law requires school employees to report any suspected child abuse (any physical injury which has been caused by other than accidental means) neglect, or sexual molestation to the police and/or Department of Human Services (formerly Children's Services Division), who alone may or may not notify parents of an investigation of the suspected abuse. Therefore, if a student is accidentally injured in such a way as to even resemble possible child abuse, parents are advised to notify the principal and explain the injury before such a report is made. A copy of the Child Abuse Law is available for examination in the Superintendent's office.

## **CLOSING SCHOOL DUE TO BAD WEATHER**

In the event of hazardous weather conditions, school may be canceled or started late. A decision will be made, usually about 6:30 AM, to close or delay school. SCHOOL DELAY/CLOSURE INFORMATION WILL BE POSTED ON THE DISTRICT WEBSITE AND BROADCAST OVER RADIO STATIONS KOHU, KUMA, KWHT-FM, and KORD. When parents believe weather conditions in their area are too hazardous for travel to school, they may choose to keep their son or daughter at home.

## **CLUBS**

Activities such as clubs give students the opportunity to explore shared personal interests and hobbies. The Echo School District feels that these opportunities are important to the student's educational experience. Individuals interested in establishing a club must receive permission from the administration before development can occur.

## **COMPLAINTS/STUDENT GRIEVANCE PROCEDURE**

Any time a student/parent has a concern with a staff member or school policy the following steps will be followed:

- Step 1 The student/parent will discuss the problem with the teacher outside of class time.
- Step 2 If the problem is not resolved, the student/parent may take their concern to the principal to attempt to work it out informally. For any formal action to be taken, the complaint will have to be made in writing.
- Step 3 If the problem is not resolved, then a formal, written complaint must be made to the superintendent. The form, which includes the district policy, is available at the office. The superintendent may schedule a formal hearing.
- Step 4 If the problem is not resolved, then a formal hearing may be requested with the school board.
- Step 5 If the problem is not resolved through the previous steps, then either party will have to pursue their interests at the civil court level.

Please remember, the steps are: TEACHER, PRINCIPAL, SUPERINTENDENT, and BOARD. No satisfaction will come about if your problem is just discussed "over the back fence." We can't

help you solve a problem unless we are aware of the problem. Remember, to all problems there are always at least two sides to the story. Please, before drawing any conclusions get as many facts as possible, from all of the people involved.

## **COMPUTER USE**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. With access to other networks and computers around the world, it is possible to gain access to information which may not be appropriate. Users (and parents of users) must understand that neither the Echo School District nor any District staff member controls the content of the information available on these other systems. It is general policy that computers used through the Echo School District network are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines for the use as described below will result in immediate revocation of access privileges. Reinstatement will be at the discretion of the building administrator.

### **Computer Use Guidelines**

1. Students must have a signed computer use contract on file with the school district before they will be allowed to use the computer.
2. Students may only use the district's computer equipment with a teacher present.
3. Students and their parents will be held financially responsible for intentional damage to any district computer equipment.
4. Chatting will not be allowed on school district computers.
5. The use of e-mail will be reserved for before and after school time periods only.
6. Computer games can be played after school and at lunchtime if a staff person is present.
7. Accessing inappropriate websites will not be tolerated.

**\*\*Computer use for educational purposes will take priority over recreational use.**

## **CONFERENCES**

Parents are encouraged to become involved in the education of their children, and they are always welcome at Echo Schools. Please remember that you must check in at the office when visiting school. Please see "VISITORS" for specific details.

## **CUSTODY OF A SON OR DAUGHTER**

The school does not wish to pry into personal matters, but please discuss with the principal any guardianship matters, etc. which may concern a student at Echo. This is especially important if there is a possibility of problems with the custody. The parent who has custody of a son or daughter should note that the non-custodial parent (the ex-spouse) has a legal right of access to the son or daughter at school and to his/her school records, unless there is a court order preventing this. A copy of such an order must be filed with the school if the school is to deny any access to the student or the records.

## **CYBER BULLYING**

Cyber bullying is being cruel to others by sending or posting harmful materials or engaging in other forms of social cruelty using the internet, cellular phones or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful materials, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

Any student using tactics of cyber bullying on any person must be reported to the teacher/principal immediately. Students can also be held responsible for their interactions outside of school if it is determined that such activities are detrimental to the education environment of the school.

Students found to be involved in cyberbullying activities could face consequences up to and including suspension and in some cases expulsion. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

## **DAMAGE/DESTRUCTION OF PROPERTY**

Oregon School Statute 332.120 states "No person shall willfully write, make marks or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings, or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section." Students who damage school property will be held responsible for its repair or for the cost of repair, and their actions may be reported to the police for citation.

## **DANCES**

The scheduling must be done a minimum of two weeks in advance of a dance. Students must meet academic eligibility requirements regarding classroom grades (see page 7 Academic Eligibility). Students may request a guest pass from the principal for an outside guest. Passes must be signed by the guest and the administrator of the guest's school. Guests that are not eligible to attend activities in their home district will be refused admittance. All rules of conduct apply at school dances, and the host student will be held responsible for the behavior of his/her guest. All dances must be cleaned-up prior to Monday; Failure to abide by this rule will result in a clean-up fee of \$200, which will be assessed to the organization sponsoring the event. There will be no backing up/bending over, no grinding, no piggybacking, no moshing, and no public display of affection. Students are not to bring drinks of any kind into the dance. Students and guests must remain in the dance at all times. Upon leaving the dance area, it will be assumed that they are going home. Once a student leaves they will not be permitted to return. No loitering by students or guests is permitted outside the building.

## **DISRUPTION OF SCHOOL**

State law forbids any conduct that substantially disrupts any part of school or a school function or is likely to. This includes, but is not limited to, willful disobedience or open defiance. This is cause for action up to but not limited to authorities being notified and/or suspension.

## **DRESS CODE/APPEARANCE**

Dress and appearance must be neat and clean and must not present health or safety problems or disrupt the educational process. Students failing to meet these requirements may be assigned Detention, ISS, or Suspension. The students will be sent home to dress properly or will be “covered” appropriately for school attendance.

Shorts that are in good taste, have at least a 6 inch inseam in length are allowed. Skin-tight, shorts/apparel are allowed if you have a shirt, sweatshirt or jacket that covers past your butt. Short shirts exposing the abdomen and clothing exposing undergarments will not be allowed. Wearing of clothing that advertises alcoholic beverages, other drugs, or tobacco products, promotes sex or violence or implied sexual innuendos, or that has profane or vulgar words, phrases, pictures, or symbolic meanings will not be allowed.

Students in violation of this section will be required to remove or change the clothing. Students may be sent home to change. Flagrant or repeated violation of this section will lead to disciplinary action, up to and including suspension.

Specific examples below will indicate restricted clothing and clearly defining what is expectable.

1. Gang related headgear may not be worn. Hats (unaltered caps, cowboy hats and visors) may be worn as long as they do not interrupt the educational process. Failure to wear acceptable hats appropriately will result in the loss of the privilege.
2. Straps on sleeveless attire must be at least 1 inch wide, any less and they are not allowed.
3. Bandannas (rags) worn or displayed in any fashion are not allowed.
4. Shorts, skirts and dresses, which are excessively short are not allowed. Inseam must measure 6 inches or longer.
5. Sagging pants, excessively baggy clothing or pajamas are not allowed
6. Belts with excess belt material hanging from the waist or buckle are not allowed.
7. Torn, tattered or ripped pants or shorts if showing skin must be below the 6 inch inseam rule.
8. Any clothing which exposes the undergarments are not allowed. Sport bras are considered undergarments. Sport bras may be visible through other clothing for sports and PE
9. Gang Related Tattoos may not be visible. Gang related tattoos must be covered for school attendance.
10. Students carrying blankets around is not allowed.
11. Any clothing colors or styles that appear on groups of students and that may lead to intimidation or may make students feel threatened or uncomfortable may be subject to inclusion on this list. Any clothing or attire that disrupts the educational process will not be allowed in school.
12. An administrator may deal with other determinations of inappropriate attire and/or mannerisms related to the above rules on an individual basis.

Anything distracting to the learning process will not be allowed in the classroom.

## **DRUGS**

Law and school district policy prohibit the possession, use, sale or source of supply of alcohol, tobacco, or unlawful drugs (See also MEDICATION Policy) on or near the school grounds, at any time students are going to or from school or while being transported to or attending any school sponsored activity. If a student appears to be under the influence, the proper authorities may be called to diagnose the problem.

For a first time violation for use/possession of tobacco, alcohol or an unlawful drug, (e-cigarettes, vaping) students will be suspended and will undergo voluntary assessment and/or attend informational seminars. A parent or guardian conference is required. A second violation will result in the student receiving a longer suspension, and a recommendation may be made to the school board that the student be expelled. Mandatory assessment and recommendation for treatment will be required prior to reinstatement. Any student involved in selling or supplying drugs shall be suspended and a mandatory recommendation for expulsion will be given to the superintendent. Students promoting the use of or pretending to sell, supply, use, or be under the influence of narcotics, habit forming drugs, or alcohol will be subject to disciplinary action commensurate with the seriousness of the act. Tobacco, drug, and/or alcohol violations by students either in possession, use, or sale may be reported to the proper law enforcement agencies for subsequent follow up action on their part. For detailed information on fines and penalties, review the Echo School Board Policy JFCG.

## **DUE PROCESS**

If a student is to be suspended OUT-OF-SCHOOL (a temporary suspension from school for a period not to exceed ten days or a period in which expulsion is being investigated or recommended to the board) or IN-SCHOOL (days of non-class attendance at which time a student may, at the principal's discretion, do school work, write reports, or perform work in and around school as a penalty), or EXPELLED (expulsion—a formal release of a student from school attendance), he/she has certain rights. The student has the right to hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior if the student so requests. The student has the opportunity to change his conduct, defend his right to engage in the conduct, or show that he is innocent of the conduct charge.

In a suspension, the student will know the charge, the specific acts that support the charge, and that he/she is suspended. The parents/guardians are notified by phone, if possible, of the suspension and reasons. A letter will be mailed within three (3) business days to the parents or guardians with the date, time, and charge, specific acts that support the charge, the suspension, and the procedures to be followed by the student and his parents/guardians for reinstatement. The parents may request and be given a conference with the principal.

When an expulsion is contemplated, the student shall be granted a hearing unless he and his parents or guardian waive the privilege. The board, based on the recommendations of the

superintendent, makes expulsions. The student will be suspended pending investigation for expulsion. The superintendent will collect the information and present it to the board. He will send the parents a certified letter with return receipt requested and also a letter by regular mail that notifies the parents that he is recommending expulsion and that he will present the evidence to the board. The letter will state the specific date, time, and place of the next regularly scheduled board meeting. The board will review the suspension and the recommendation for expulsion at the next regular board meeting. The parents and/or the student may appear at the board meeting to confer with the board concerning the recommended expulsion, and they shall notify the superintendent by telephone at least three days before the date specified in the letter that a conference is requested. Counsel or other persons may represent the student. The conference shall be in executive session unless the student requests a public hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits, and the student or board may make a record of the hearing. The board will determine whether or not to expel the student. Within three days of the meeting or after the terminal date is set, the board shall mail to the parent, in the same manner as prescribed above, a notice of its decision. If the decision is to expel, it gives the effective dates and the specific reason(s) for the expulsion. When it is necessary to remove a student from school, other agencies are alerted and work in cooperation with the school to assist the student in his/her reorientation and adjustment. NOTE: IEP and 504 students must be dealt with according to the IDEA Act of 1997.

## ELEMENTARY SPECIFIC POLICIES

### **GRADE SCHOOL REFERRAL SYSTEM**

- I. The following acts may get a level-two office referral:
  - Defiance of Authority
  - Verbal assault of staff
  - Theft
  - Damage to property
  - Vandalism
  - Attendance
  - Tardy referral
  - Cheating
  - Inappropriate relationship boy/girl
  - Tobacco/alcohol/ drugs
  - Inappropriate /foul language
  - Fighting
  - Rough housing
  - Intimidation - Physical or verbal
  - Sexual harassment or threats of any type

II. The consequences may be but are not limited to:

- Time out on wall
- Loss of privileges
- Parent conference
- ISS (in school suspension)
- Suspension
- Repeated office referrals in a period of time may get a more serious consequence

### **ELEMENTARY DRESS CODE/APPEARANCE**

Shorts that are in good taste, hemmed and have a 6 inch inseam in length are allowed.

Short shirts exposing the abdomen and clothing exposing undergarments will not be allowed.

Wearing of clothing that advertises alcoholic beverages, other drugs, or tobacco products, promotes sex or violence, or that has profane or vulgar words, phrases, pictures, or symbolic meanings will not be allowed.

Acceptable hats (unaltered caps, cowboy hats and visors) may be worn if worn appropriately and respectfully. Failure to wear acceptable hats appropriately will result in the loss of the privilege.

Gang related headgear may not be worn.

Taking into consideration the safety of all students, Heelies are not permitted to be worn at school.

Anything distracting to the learning process will not be allowed in the classroom.

### **ELEMENTARY SCHOOL DISMISSAL**

In order to insure the safety and welfare of the students, school staff members need to be made aware of any changes to the regularly scheduled dismissal activities. Students that regularly ride the bus or walk need to stay on normal schedules unless prior written parental permission has been received by the teacher notifying them of a change to the regular schedule.

### **EMERGENCY EVACUATION OF SCHOOL**

Echo Schools and the Echo School District are interested in the safety and welfare of our students. Recognizing this, plans have been made for their safety in case of an emergency such as fire, chemical spill, earthquake, or extremely bad weather. A copy of the complete plan is available at the school for you to read. If we should be notified of an accident at the Umatilla Army Depot or a train wreck or other chemical disaster that requires the evacuation of Echo Schools, our students will be bussed to Pilot Rock. You are urged not to telephone the school or attempt to make different arrangements during this time. Again, you are requested not to try to pick up your son or daughter here but to go to the safe area at Pilot Rock to pick them up. At Pilot Rock you or any other person authorized to pick up your son or daughter will be required to sign a roster prior to your son or daughter's release so that we can be sure to account for all of the students. In order to ensure the safety of all the students of our school, your cooperation is urgently requested.

## **FEES**

The fees for Echo for the school year are:

Senior High Student Body Card (required).....	\$20.00
Junior High Student Body Card (required).....	\$15.00
Athletic Pay to Participate (required).....	\$25.00 One-time fee to include all sport seasons (\$50.00 maximum per family)
P.E. Uniform.....	\$15.00
On-Line Credit Recovery.....	\$40.00

Student Body cards should be purchased at registration. This card enables students to participate in all school activities and get into home games free. It may admit them to away athletic events at a free or reduced rate. Failure to purchase a Student Body card will result in exclusion from school activities such as dances, reward trips, etc.

Elective course fees should be paid before the first day of class.

## **FIELD TRIPS**

Field trips are taken by classes throughout the school year to enrich the school curriculum. A general field trip permission form is sent home at the beginning of the year to cover all field trips. Students attending field trips will be subject to the academic and behavioral eligibility rules and policies as if they were in school. If an infraction of a major rule or policy occurs at any time or place while on the trip, in addition to the normal punishment for the infraction, the offending student may be sent home at his or her own expense.

## **FILM/SOFTWARE POLICY**

Any film or software brought into the school or on school buses must be approved by the teacher/coach and the principal before being shown or used on a computer. Films must be rated either "G" or "PG, exceptions may be granted by the Principal for educationally appropriate movies that may be "PG 13" or "R". Any student watching a "PG" film must have parental permission. No non-school software may be used and/or loaded onto a computer without permission of the principal and the teacher in charge of that computer. The teacher in charge will cover the specific rules for use of the Internet and computers. Any student who is on a computer must follow all of the rules and regulations concerning computer/Internet use. Punishments up to and including criminal charges may be filed against anyone violating these rules.

## **FIGHTING**

The section on "harassment or intimidation" is very clear about what will not be allowed. If a student is being harassed or intimidated, he/she or another student must report it to a teacher or the principal immediately, rather than fighting. The only intelligent, acceptable self-defense if someone is trying to start a fight is to walk away and report it, the same as a competent adult would do. So, any persons fighting will BOTH be considered guilty unless a person had an

unprovoked attack made upon him or her and there was no time to do anything but protect him or herself from injury. Otherwise, the issue of who started a fight is null and void, since it takes two people to fight. The mature, civilized way of standing up for one's rights is to let the authorities solve the problem, and in this case, the authority is the principal. Students involved in a fight will be suspended from school from one to five days.

Also, any student(s) encouraging or "egging on" any fight in any manner will also be considered as being guilty, the same as if they were with a friend when he or she robbed a store. So, just being at a fight could get one into trouble and will likely result in a suspension from school.

### **FINANCIAL HARDSHIP**

Almost all families run into a period in which money is short. If this happens and if it effects a student's participation in any part of school, please see the superintendent. In certain cases, he has the right to waive fees or to arrange ways for costs to be worked out at school. Any contact about financial matters will be kept in strictest confidence.

### **FIRE/EARTHQUAKE DRILLS**

Fire and /or earthquake drills will be held monthly. Students will exit the building by the plan for each room. The first students to come to an outside exit are to hold the doors open until all occupants have cleared the building. All students are to report to the place assigned by the teacher and to stay there until told to do otherwise.

### **FREEDOM OF EXPRESSION**

Students are entitled to express their personal opinions in a lawful and orderly manner. Students may refuse to participate in patriotic exercises as long as such non-participation does not significantly infringe upon the rights of others or does not disrupt the educational process. This symbolic and actual freedom of expression shall not interfere with the freedom of others to express them. The use of profane or obscene language and threats of harm to persons or property are prohibited. Willful disobedience or open defiance of a school employee's authority is not allowed and is sufficient cause for suspension from school. If in doubt, do as ordered and then appeal later. Refusal to do as ordered eliminates any chance of appeal unless the order threatened the health, safety, or welfare of the student or other people.

### **FUND RAISING**

All fund raising activities must be passed by a quorum of the organization and the class and then approved by the principal beforehand. All moneys raised will be used for approved activities only. Students and parents are responsible for all money collected and for any left over items that must be returned. No purchases may be made with any cash; all purchases must be on a district approved purchase order. All bills will then be paid by district check, and the class/organization treasurer or sponsor may get a monthly statement of the account.

## **GANGS/DISCRIMINATION/HATE GROUPS**

Secret societies, including fraternity or sorority, gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, religion, sex, sexual orientation, or national origin are inconsistent with the fundamental values and the educational environment of the Echo Schools and are prohibited by ORS 336.610. Likewise the activities of such groups and their members are prohibited in district facilities and at school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as language, code, or gestures that provoke violence or harm to others or seek to advocate the purpose and objectives of such groups. Such activity will not be allowed, and disciplinary action will include some form of suspension or expulsion and/or notification of authorities.

## **GRADUATION REQUIREMENTS-**

Twenty-five credits are required for graduation from Echo High School. Each credit represents a yearlong course. The twenty-five credits are broken down as follows:

Regular Diploma		Modified Diploma	
Language Arts	4	Language Arts	3
Mathematics	3	Mathematics	2
Science	3	Science	2
Social Studies	3	Social Studies	2
Health	1	Health	1
PE	1	PE	1
Fine Arts/CTE	3	Fine Arts/CTE	1
Electives	6	Electives	12
Senior Project/Personal Finance	1	Senior Project/Personal Finance	1
<b>TOTAL</b>	<b>25</b>	<b>TOTAL</b>	<b>25</b>

## **HONORS DIPLOMA**

Echo School District will award an Honors Diploma to any student who meets the qualifications for an Echo HS diploma as well as a cumulation of 7 credits designated as honors courses (see course catalog for designations), a 3.5+ GPA, and at least 26 total credits.

Students will not be allowed to participate in the graduation ceremony unless they have completed at least 25 of the 26 required credits.

## **HALL PASSES**

All students not in their assigned class must have a hall pass or signed note from their classroom teacher. Students that are found without a hall pass or note will be assigned a detention. Repeated offenders or students that refuse to return to class will be subject to disciplinary actions up to but not limited to Detention, Suspension, or Expulsion.

## **HONOR SOCIETY**

The Echo Chapter of the National Honor Society will create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in students of Echo High School. Requirements for being in the Honor Society will be developed by the administration, faculty council, and honor society.

## **IMMUNIZATION**

The immunization law for the State of Oregon requires that all students are vaccinated against polio, measles, German measles, diphtheria, whooping cough, and tetanus, and all other disease deemed necessary. Prior to, and as a condition of the pupil's enrollment, one of the following statements must be submitted to the school administration:

- A. A statement signed by a physician or a note signed by a physician or a representative of the local health department that the pupil has received an initial immunization for communicable diseases pursuant to the School Immunization Law (HB2139); or
- B. A statement signed by a physician that the physical condition of the child is such that the immunization would seriously endanger his/her health; or
- C. A statement signed by the parent or guardian that "he/she has not been immunized as described in "A" above because he/she is being reared as an adherent to religion the teachings of which are opposed to such immunization; or
- D. In cases of students from out of state, a statement signed by the parent or guardian that arrangements to have the necessary immunization initiated by a physician or the health department within 30 days have been made.

Out-of-state transfer students may be enrolled with the condition that the school within 30 school days will receive the immunization record. Parents will be asked to sign a form at registration that gives permission for the school authority to have the County Health Department administer the necessary immunizations if the records are not received or the records indicate that immunizations are needed. Out-of-state students who enrolled in one school year and did not or

have not met the conditions of the immunization law, will not be allowed to return to school at the beginning of the next school year until the school nurse has verified the law has been met. In-state student transfers are now involved under the immunization law and any and all immunization records will be placed into the student's permanent record. Students failing to comply shall be excluded from school.

## **INSURANCE**

The Echo School District Board of Education currently does not carry a supplemental insurance program for its students. Coverage outside of school hours is available at a cost to the parents. Information on this program is available at the office.

## **INTIMIDATION OR HARASSMENT**

No student shall intentionally harass, annoy, or alarm another person, subject another person to offensive physical contact, publicly insult another person by abusive or obscene words or gestures, or otherwise conduct himself in a manner likely to provoke annoyance, alarm, or a violent or disorderly response. No student shall intentionally attempt by word, act, or conduct, to place another person in fear of imminent bodily injury; to recklessly engage in conduct which creates a substantial risk of bodily harm or injury to another person; or to intentionally cause or attempt to cause bodily pain or injury to any person. Any student seen harassing and/or using intimidation on any person must be reported to the teacher/principal immediately. This will not be tolerated at Echo and may result in a suspension or expulsion. (See Board Policy JBA)

## **LIBRARY PROCEDURES**

The library is here as an aide to student learning and as a source of leisure reading materials. The classroom teacher makes every effort to help the students but needs their cooperation, too. Students may have three books checked out at any time. If they need more books or other materials, they are to check with the classroom teacher. Books are checked out for two weeks. Two magazines may be checked out overnight. Students are to check out books, magazines, etc. only in their own name, and they are to return them by the due date. Reference books are not checked out. Students should return books and magazines to their proper place or to the circulation desk.

## **LOCKERS AND OTHER SCHOOL PROPERTY**

Student lockers and desks are the property of the district. The student is responsible to keep them organized and clean. The principal is required by district policy to make periodic inspections of all storage facilities, and he may, if he deems it necessary, make spot locker/desk checks at any time. They may be inspected without first notifying the student occupant if it is the opinion of the principal that the inspection is necessary and justifiable. Note that students may be denied locker use for good cause. Students are not allowed to share lockers or to give others the combination to their lockers. No stickers of any type are to be applied to the lockers. Pictures inside the lockers

must be in good taste. No locks except school furnished locks are allowed. Private locks will be forcibly removed. MONEY AND OTHER VALUABLE ARTICLES SHOULD NOT BE LEFT/KEPT IN THE LOCKERS, REST ROOMS OR DRESSING ROOMS. IF IT IS NECESSARY TO BRING VALUABLES TO SCHOOL, THEY SHOULD BE TURNED INTO THE OFFICE FOR SAFEKEEPING; OTHERWISE, THE SCHOOL WILL NOT BE LIABLE FOR ANY VALUABLES LOST OR STOLEN. TO HELP PREVENT THEFT, KEEP YOUR LOCKERS LOCKED AT ALL TIMES AND PUT YOUR SCHOOL CLOTHES AND VALUABLES IN THE LOCKED LOCKER, NOT ON THE BENCHES OR FLOOR.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the office secretary. The owner may claim the property by going to the office and identifying it. Any property not claimed by the end of the year will be disposed of. Keeping "found" property will be considered theft.

### **LUNCH**

At the time of printing, the lunches for students first lunch is free, if they want a second lunch the cost below.

K-5 2nd Lunch .....	\$3.00
6-12 2nd Lunch .....	\$3.20
Adult Lunch.....	\$5.00

Good table manners and behavior are required in the lunchroom. Begging for or forcing other students to give up their food is not allowed. Food is not allowed to be taken from the cafeteria unless approved by the principal for a special situation, such as detention or in-school suspension.

### **MAKE UP WORK**

Students are responsible for getting and completing any work missed when they are not in school. If a student is going to have an extended absence, the office will send around and get from the teachers a list of assignments to be made up.

### **MEDICATION POLICY**

When a student is required to take prescription medicine at school, Oregon law requires these three requirements be met:

- A. The school receives a written parental request asking the school to comply with the physician's order.
- B. The school receives prescription medicine from the doctor indicating the student's name, name of the drug, dosage, and time interval the medication is to be taken.
- C. The student may not have the drug in his/her possession; it must be taken to the office upon arrival at school.

**All prescription and non-prescription drugs must be stored in the office. The secretary upon written request of the parent or guardian will administer them to students.**

## **MEETINGS/ASSEMBLY OF STUDENTS**

Students shall be permitted to hold meetings on school property only under certain conditions. The principal must approve all meetings before being scheduled. He will explain the other policy requirements then.

## **OPEN CAMPUS**

The elementary and middle school is closed from the time of arrival until classes are dismissed at the end of the school day. The high school functions as an open campus for students during the lunch period. Students that are on grade check, may not leave campus for lunch. Students may leave campus at the lunchtime dismissal bell and must return before the beginning of their next scheduled class. Students are forbidden to ride in motorized vehicles unless they are qualified to drive under open campus driving privileges. The only exception to this rule would apply to students riding with their own parents/guardians or a parental approved and licensed sibling that has a written permission slip on file with the district. No student may leave when the school campus is closed at any time, for any reason, with the following exceptions:

1. A specific need verified by a parent and approved by a building administrator.
2. Students who have an approved work-release privilege.

Students failing to abide by the outlined rules may be subject to disciplinary actions up to but not limited to loss of open campus privileges, detention, suspension, or expulsion.

## **OPEN CAMPUS STUDENT DRIVING**

1. Students that currently have a driver's license and proof of insurance are eligible as long as the Echo School District has them on file with written permission statement from the parent or guardian
  2. Students may only drive the car that they or their family own and are insured to use.
  3. Students who drive are not permitted to transport any other student during lunchtime. The only exception to this rule would apply to middle or high school aged siblings. Those individuals must be eligible for open campus privileges and also have a written permission slip on file with the school district.
  4. Students must obey all State, County and City laws pertaining to driving.
  5. Students will obey all rules and regulations outlined in the student handbook.
  6. Students will travel no further than a radius of five miles from the school during lunchtime.
- Students who violate any of the above rules may lose their lunchtime driving privileges for the remainder of the year and may be subject to any other punishment described in the student handbook.

## **PARTIES**

All room parties must have prior approval of the principal. Invitations to after school parties are not to be distributed at school. No showers nor teacher recognition parties are allowed. Students are discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members except in cases of retirement, severe illness, etc. Students can best express their appreciation to faculty by letters of appreciation or by congenial working relationships.

## **PERSONAL PROPERTY**

*LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. RADIOS, CD PLAYERS, IPODS, SKATEBOARDS AND BAGS TOO LARGE TO FIT INTO A LOCKER ARE NOT ALLOWED AT SCHOOL. BOOK BAGS OR SIMILAR ITEMS ARE NOT TO BE TAKEN TO CLASSES.* Device type players with earphones may be brought to school and played only before school, during lunch, and after school. If they are out at any other time, they will be confiscated and given to the principal. The student or parents may make arrangements to get the item from him after school.

Students assume the responsibility for the loss of or damage to their personal property, clothing, equipment, books, or instruments. The school endeavors to protect all personal property but is not responsible for it. **Remember to mark clothing, boots, etc. for easy identification.** Lost and found items not claimed by the end of the school year will be turned over to a charitable organization. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

## **PERSONAL RELATIONSHIPS**

Students are expected to observe an acceptable code of conduct at school and everywhere when they represent Echo. Students are allowed no excessive physical contact (touching, grabbing, holding, kissing, hugging, wrestling, shoving, hitting, pushing, etc.) during school hours or at any school functions. Exceptions may be made in the case of dances or when allowed/directed to do so by a teacher/coach.

## **PHILOSOPHY OF ECHO SCHOOLS**

District No. 5 recognizes that education is a shared responsibility. Only when children, parents, schools, and communities work together will optimum learning opportunities exist. Therefore, our schools will use all available resources to develop each student's intellectual, physical, moral, emotional, and social growth so that s/he will become a contributing member of a rapidly changing world.

In our democratic society the rights, privileges, dignity, integrity, and personal worth of the individual are highly cherished. We believe that each person, regardless of race, color, gender, creed, sexual orientation, economic status, or ability is a resource of our nation and that is the function of the school to develop that resource as far as possible.

Democracy implies privileges, rights, and responsibilities. We believe students have inherent

human rights balanced by the responsibility for living and working harmoniously in the school community. The school provides opportunities for working with others, sharing responsibilities, developing initiative, and assuming accountability for one's own decisions. By providing these opportunities, the school gives each child an introduction to the knowledge and understanding needed for good citizenship and enriched living.

We believe all students can learn and we are committed to accommodating individual differences and learning styles. With this commitment in mind, District No. 5 dedicated its resources to the development and maintenance of balanced programs, which focus sharply on the individual worth, dignity, and self-esteem of each student.

## **RETENTION OF STUDENTS**

Retaining a student for one more year is a very critical issue and will occur only when it is in the best interests of the student. Parents will be informed by the end of the third nine-week reporting period if the student is in danger of failing academically, socially, or emotionally, the three criteria for placement in a grade. The superintendent will make the final decision regarding retention/grade placement. (See also ATTENDANCE and GRADUATION.)

## **RETENTION- JUNIOR HIGH ACADEMIC SUCCESS**

Students exiting seventh or eighth grade must demonstrate reasonable academic success before they will be allowed to advance into the next grade. Students failing to meet reasonable academic standards will be placed on an academic contract during the second semester. Failure to achieve the requirements of the academic contract will result in retention and in some cases referral to an alternative program.

## **SCHOOL HOURS**

Students will attend school on a four-day schedule. The school will open at 7:30 a.m. each day and the first period bell will sound at 7:45 a.m. Buses will run at 3:50 p.m. Monday through Thursday.

## **SEARCH AND SEIZURE**

In order to assure a climate for learning and one that assures the safety and welfare of students and staff, search and seizures at Echo will be based upon the following Policy JFG:

1. A search of a student's person and/or property is limited to a situation where there is probable cause that the student is secreting evidence of an illegal act or school violation.
2. Illegal items or other possession reasonably determined to be a threat to the safety or the principal or his designee may seize security of the possessor or others.
3. Items that may be disruptive or interfere with the educational process will be taken, and the student may retrieve them from the principal after school.
4. When the principal has probable cause relating to safety or security, a general search of school property, including, but not limited to lockers or desks, may occur and items belonging to the

school or considered illegal may be seized.

5. All non-school items seized will be returned to the true owner's parents or turned over to the proper authorities.
6. When possible and practical, the student shall be present when a search of personal possessions is conducted.
7. General searches of school properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the school, which are unlawful, or are in violation of school policy may be seized. Students will be notified that the searches of school property have occurred and will be notified of the items seized.

### **SELLING, ADVERTISING IN SCHOOL**

As per board policy no ticket or raffle sales or sales of articles or services except those approved by the school administration may be made on school property or at school activities. The principal must approve any advertisements for any events, activities, or contests other than those sponsored by Echo Schools BEFORE they are announced or posted.

### **SENIOR TRIP POLICY**

The school district (Board of Directors) will not sponsor a trip for graduating seniors. Should the senior class plan a trip, the Board assumes no liability for students, chaperons or property damage that might occur. Parents of seniors are encouraged to plan a culminating experience for the class. Class advisors may participate and assist parents with the planning process. Student Body funds credited to the senior class may be used to reimburse parents, within reason, for the necessary expense of providing a culminating experience so long as the money raisers were advertised as such when held.

### **SEXUAL HARASSMENT**

It is the Echo School District policy to maintain a working and learning environment that is free from sexual harassment and sexual violence. Any form of sexual harassment to students or staff, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, will be disciplined and may include suspension or expulsion and notification of authorities. Examples of behavior that may be sexual harassment include but are not limited to:

1. Demands for sexual favors in exchange for certain favors.
2. Stating or implying that a student will receive a bad grade or lose some benefit if she or he does not submit to a sexual request.
3. Penalizing someone for refusing to submit to a sexual advance.
4. Making sexually suggestive remarks, gestures, or jokes, including the wearing of clothing with such suggestions.
5. Using derogatory sexual terms for women.
6. Deliberate and unwelcome touching, pinching, brushing, or patting.

7. Displaying sexual illustrations in school.
8. Unwelcome pressuring for dates or sex.
9. Describing or asking about personal sexual experiences.
10. Hazing, pranks or other intimidating or hostile behavior directed toward the victim because of the victim's gender.
11. Sexual assault.

**Complaint Procedure:**

Any student who believes that she or he has been sexually harassed, discriminated on the basis of gender, race, disability, or sexual orientation or is a victim of other wrong doing, she or he is encouraged to use this complaint procedure. A sexual harassment, discrimination, or wrong doing complaint should be filed as soon as possible after the incident(s). Complaints will be investigated promptly. Every effort will be made by the school to preserve confidentiality and protect the student's privacy and the accused privacy to the extent the investigative process allows. The District will in no way retaliate against a person who complains of sexual harassment/discrimination/wrong doing or tolerate faculty, staff or other students retaliating against a complainant. If illegal sexual harassment, discrimination or wrong doing is not found, the district may still determine that the conduct was inappropriate and require that such conduct be stopped.

*Formal Complaint Procedure*

Complainants may file a formal complaint without first using the informal complaint procedure. A formal complaint should be lodged and should include: the alleged harasser's name; the times, dates, places and circumstances surrounding the allegation of sexual harassment or wrong doing; and the names of any witness to the incident(s). The complaint should be filed with a member of the RISK MANAGEMENT TEAM (see staff information page). The complainant shall be assisted in preparing a written complaint, if needed. Formal complaints will be promptly investigated and resolved. The investigator will check student files and will interview the complainant, the alleged harasser, any witnesses, and appropriate teachers and staff. The investigator will keep notes of the interviews. After considering all the evidence, the investigator will determine if sexual harassment, discrimination, or wrong doing has occurred. If illegal sexual harassment, discrimination, or wrong doing is found, the district will determine the appropriate remedy.

Individuals intentionally filing false reports of sexual harassment, discrimination, or wrong doing may be subject to disciplinary actions up to and including expulsion.

**SPITTING**

Any student spitting on another student or on school property will be disciplined harshly due to the seriousness of disease(s) being spread and due to the unacceptable nature of the act. Continued or severe acts will result in suspension or expulsion.

## **SOCIAL SECURITY NUMBER DISCLOSURE**

We are required by law to inform you about our use of student Social Security Numbers (SS#). The following is provided for your information. The school counselor can be more helpful to students seeking federal financial aid and admission to college when SS# is available to use. SS# is required information for the State System of Higher Education Institutions in Oregon, as it is for most financial aid. You should, however, be aware of the following information: Providing your SS# is voluntary. If you provide it, the school district will use your SS# for record keeping, research, and reporting purposes only. The school district will not use your SS# to make any decision directly affecting you or any other person. Your SS# will not be given to the general public. If you choose not to provide your SS#, you will not be denied any rights as a student. Providing your SS# means that you consent to the use of your SS# in the manner described. Oregon Administrative Rules authorize school districts to ask you to provide your social security number SS#. Your SS# will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs and student success in the work place. The school district and Oregon Department of Education may also match your SS# with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success. Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available. Your SS# will be used only for statistical purposes as listed above. State and federal laws protect the privacy of your records.

## **SPECIAL EDUCATION**

The Echo School District provides support and services for students with qualifying disabilities under IDEA and Section 504. At a parent's written request, a student can be evaluated for eligibility. If a teacher indicates concern, parents will be notified and a meeting will be scheduled to discuss the concerns and determine if the team should move forward with an evaluation. Parent permission MUST be obtained PRIOR to evaluation. Special Education records will be kept until a student reaches age 21-or five-years post-graduation whichever comes later. If a student is found eligible, an annual IEP meeting and triennial eligibility meeting will be held. At any point a parent may revoke consent for services by putting their request in writing. For more details rights see the Oregon Department of Education's Procedural Safeguards Notice.

## **SPORTSMANSHIP**

Sportsmanship refers to the conduct of the athletes and student supporters while participating in various interscholastic activities. The following code is a good summary of a true sportsman.

A sportsman will:

- Consider all athletic opponents as guests and treat them with the courtesy due guests.
- Accept the decisions of officials without question and allow coaches to express concerns in the manner prescribed for each sport.
- Never hisses, boo, or make derogatory statements to a player or an official.
- Seek to win by fair means—according to the rules of the game.
- Seek to win every contest. Win or lose, always do your best.

## **STUDENT RECORDS**

All student records at Echo will be handled in the manner prescribed by the Echo School District Student Record Policy, which is in compliance with federal and state guidelines which are available in the office. Parents or students over 18 have the right to inspect a student record with the secretary. If there is a problem over the content, the superintendent will resolve the issue and/or provide the parents with the process to challenge any misinformation.

Student photographs and the following types of information, known as directory information, may be released upon request unless a specific request in writing is made within 15 days of enrolling in school requesting otherwise:

Student's name	Date/place of birth	Telephone Listing
Parents' names	Date of attendance	Participation on teams/activities
Address	Degrees or awards received	Most recent previous school or program attended

This is your notification that should your son or daughter enrolls in another school system, an official transcript or copy of the permanent record will be sent upon request from the new school. Records will not be kept more than three years after graduation.

## **TARDY POLICY**

In order to teach students good work habits, students will be on time and prepared for class by having the proper books, pencil, paper and agenda or other requirements of the class. Failure to be on time and prepared for class will count as a tardy and may result in the minimum of detention.

## **TELEPHONE**

Students are not allowed to use classroom phones for personal use. The office phone is to be used only for school business or in case of an **emergency**. Students **will not** be called to the phone unless it is a real emergency. Important phone messages will be taken at the office and given to the student.

## **TRUANCY**

Any unexcused absence that occurs without the knowledge of parents or guardians or that occurs after the student arrives at school (cutting a class), shall be considered as a severe violation. Unexcused absences will be handled by the principal and may involve a parent conference, suspension, recommendation for expulsion, and/or notification of authorities.

## **VANDALISM, DAMAGE TO SCHOOL PROPERTY**

Oregon School Law, Statue 332.120 states, "No person shall willfully write, make marks, or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section." Hopefully, this won't have to happen since the building belongs to all of us, and we all have an interest in keeping it in excellent condition.

## **VISITORS**

For the safety of the students, state law does require that **ALL VISITORS, INCLUDING PARENTS, MUST BE CLEARED AT THE OFFICE** to clarify the purpose of the visitation, before going to any other part of the school during regular school hours. Parents and community members are welcome, in fact encouraged, to visit school, but they must first check in. Teachers will be notified that the person is coming to visit the class. By board policy, a teacher may not admit a visitor to his/her classroom unless the visitor has been announced. Students who are not enrolled at Echo may visit school with an Echo student only if cleared the day before by the principal. They must also check in at the office on the day of the visit. They must follow all school rules; the host student will be held responsible for the guest's behavior. No individual may loiter in or near the school buildings or grounds. The principal shall have complete authority to exclude from the school premises any persons whom he has reason to believe:

- Are disrupting the educational programs in the classroom or in the school
- Are disturbing the teachers or students on the premises
- Whom the principal believes are on the premises for the purpose of committing an illegal act.

Violators may be removed from the premises and/or prosecuted to the full extent of the law.

## **WEAPONS**

At any time when subject to school rules, students shall not knowingly possess, handle, or transmit any object or instrument that can reasonably be considered a weapon. This includes guns, knives, clubs, chains, mace, pepper spray, or any other device sold as a method of protection or as a weapon. Violation may result in confiscation of the item and/or referral to proper authorities for arrest, and it must, by law, result in a recommendation of expulsion for one year. Authorities will be notified.

## **WITHDRAWAL FROM SCHOOL**

If you or your family is leaving this area, please inform the office as soon as possible so that the paperwork can be done before you leave. That will help the staff here, and it will make enrolling in the new school easier and faster.