

Elkton High School



PARENT - STUDENT HANDBOOK 2025-26

ELKTON CHARTER SCHOOL VISION AND MISSION STATEMENTS

Vision Statement:

The Vision of Elkton Charter School is to recognize the exceptional education that can be achieved through a small rural community while empowering our students to be active participants in a global society.

Mission Statement:

Students attending Elkton Charter School will be provided with a K-12 curriculum that is aligned with state standards. Taking advantage of the school's location and staff talents, natural resources will be used as an integrated context for learning.

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DISTRICT PURPOSE AND INTENT

This school system exists to provide an appropriate education for the children of Elkton.

Education is a function of the state. Within the framework of the state and federal constitutions, our local Board of Education has authority for the governance of the district and the responsibility to determine and provide educational programs for school-age children residing within district boundaries. These educational programs are designed to provide an opportunity to acquire a body of knowledge in:

1. Social Studies
2. Literature and Fine Arts
3. Mathematics
4. Science
5. Language Arts
6. Health/PE
7. Career Education/Life Skills
8. Technology

The district has established content and learning standards in these eight disciplines. These standards can be found in the policy handbook and may be posted in classrooms and other prominent locations throughout the district. In addition, each teacher in grades 7 through 12 has prepared for public review a statement describing the course or courses they teach and an outline of the course identifying course objectives and the instructional calendar. This information is designed to help the teacher and for the student and parent to understand the schedule of instructional topics. These materials directly relate to the statement about grading as identified in this handbook and as distributed by each teacher.

District Policies AD, AE, IA/IAA, IF, IFE, IG and JA/JAA state the District's educational philosophy, educational goals, and curriculum design and development.

The Elkton Charter School Board of Directors:

Roger Holcomb (Board Chair), Doug Byle (Vice Chair), Lindsey Baker, Cheryl Flick,
Randi Smith, Candy Weatherly and Sarah Wood

Elkton Charter School #34 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Elkton Charter School office for additional information and/or compliance issues:

Andy Boe, Compliance Officer

INTRODUCTION

The new school year brings with it new challenges and new expectations for our students and our staff. A greater emphasis on writing skill development and cooperative efforts for the integration of these skills across the curriculum will be stressed in an effort to help improve our students' preparation for success in life beyond high school.

Take the time to read the information presented in this handbook. The text format refers to "you" as a student or to "you" as a parent, depending on the context. Please consider these references interchangeable. It is written to cover all grade levels, so some information may not apply to you.

The term "parent" includes a legal guardian or other person acting in a parental relationship. A legal definition of "parent" can be found in ORS 126.030. The status and duties of a legal guardian are defined in ORS 126.033-126.095.

The purpose of this handbook is to communicate general district information. It is not intended to change or supersede district policy, administrative regulation or negotiated agreements. It is subject to revision without notice. The handbook is a companion to other materials given to you by individual schools or programs. It includes references to the District Policy Handbook. A copy of the Policy Handbook is available at the District administration office, and online at www.elkton.k12.or.us. If you need more detailed information, please call our school principal or district official. We hope this guidebook will help you feel comfortable in your dealings with us.

Andy Boe
Elkton Charter School Superintendent

Elkton High School Students, Welcome to the 2025-2026 school year!

My name is Darwin Hudson, and I am excited to get this year rolling as your ASB President.

Before taking that next great step into the real world, the high school education is here to lay the foundations for success in the development of skills, character, and friendships. Though, beyond academics, you will find an overwhelming number of opportunities coming your way.

I would like to impress upon you that in order to grow as a person, it is essential to put yourself out there and push the limits of your comfort zone. Some great ways to do this are by getting involved in a sport, a club, fundraisers, school sanctioned activities, or even all of them. What is exceptional about being in such a small school is that there is nothing stopping you from being a part of something, or even everything.

In almost every extracurricular that our school offers, you will be traveling all around the State and even beyond. You will find yourself having friends from schools that you never even knew existed. The experiences undergone during this high school journey will enable you to find your best self. By simply pushing yourself out of your comfort zone, you would be surprised at how far it can take you.

If you ever have any questions, feel free to personally reach out to me. This is going to be a great year, and I am looking forward to seeing you all on day one!

With Warm Regards,

Darwin Hudson
Elkton High School ASB President, Class of 2026

Student Code of Conduct Acknowledgement

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

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Student Signature _____

Date _____

Parent Signature _____

Date _____

REVIEW OF THE STUDENT BODY HANDBOOK IS AN ACKNOWLEDGEMENT DURING THE CURRENT YEAR ONLINE REGISTRATION PROCESS. BY COMPLETING THE ACKNOWLEDGEMENT PROCESS, YOU ARE CONFIRMING THAT YOU HAVE REVIEWED THE STUDENT BODY HANDBOOK.

SCHOOL DIRECTORY - Elkton Charter School

Elkton High School – 541-584-2228 Fax # 541-584-2227

Ext #
 200 High School Main Office – Melissa Whitley/Laurie Winslow
 202 HS/MS Principal – Sam Tupou
 302 Athletic Director (Supt) – Andy Boe
 203 Office Asst. – Laurie Winslow
 204 Social Studies, Health - Jeremy Lockhart
 206 ASPIRE / Natural Resources Coordinator - Lisa Olson
 207 Math Dept. – Karen Zeller
 208 Special Education and Instructional Asst. – Kim Fischer
 209 Business/Technology Dept. - Sarah Billings
 210 Language Arts – Ann Parker
 212 District Maintenance Supervisor - Brian Kruse
 213 Business Manager - Edwina Miller
 214 Vo/Ag, Metals, Woods – Braden Groth
 215 Science Dept., Yearbook–Steven O’Neal
 216 HS Staff Room
 217 Library Technician, Sociology/Anthropology - Nancy Soleim
 218 Weight Room
 219 Girls – H.S. Coach’s Office
 220 Boys – H.S. Coach’s Office
 221 H.S. Kitchen – Mandy Kruse
 222 Music Room – Melissa Knee
 225 Counselor’s Office – Jon Williams
 226 Administrative Asst – Melissa Whitley
 229 Server Room – Eric Mendenhall
 276 Welding Shop

Elkton Grade School – 541-584-2115 Fax # 541-584-2113

Ext #
 300 Grade School Secretary – Molly
 302 Superintendent/Principal – Andy Boe
 303 Library Technician – Juliana Yearous
 304 Physical Education – Samuel Dooley
 305 6th Grade – Steven O’Neal
 306 5th Grade – Joe Ward
 307 Counselor’s Office
 308 Cafeteria - Asst. Cook - Ruifen Zieman
 309 GS Kitchen - Head Cook – Alana Zieman
 310 Grade School Custodian - Craig Rust
 311 3rd Grade – Kimberly Davis
 312 Music Room – Melissa Knee
 313 Special Education – Instructional Assts - Laura Rose, Cheri Clevenger & Amy Stauffer
 314 8th Grade – Angie Hubbard
 315 GS Staff Room
 316 2nd Grade – Jennifer Peters
 317 Kindergarten – Lori Fisher
 318 1st Grade – Keely Boe
 319 4th Grade – Tyler Ciscell
 320 7th Grade – Kellee Garcia
 322 Small Group Instructional Space
 356 Bus Barn

SCHOOL BOARD MEMBERS

Candy Weatherly, Chair
 Randi Smith, Vice Chair
 Roger Holcomb
 Doug Byle
 Cheryl Flick
 Rob Roloson
 Brian Hiatt

CHARTER COUNCIL MEMBERS

Cynthia Pakros
 King Phelps
 Scott Cooper
 Sarah Wood
 Randi Smith, Board Liaison
 Andy Boe, Supt

ACTIVITY FORMS



Activity Forms for student organization will be approved based on completeness of request and date turned in to the council. Activity forms must be approved in a quorum meeting with $\frac{1}{2} + 1$ majority vote of the council members, and any discrepancies or reports of bias should be reported to the student council advisor and will be resolved by the student council advisor, class advisor, and principal.

Activity forms should be completed, turned in, and approved one week prior to onset of the activity; however, the building administration and leadership will approve them on a case-by-case basis as some fundraisers require more planning than others.

All forms related to sport season fundraisers (football, volleyball, basketball, etc.) should be turned in no earlier than one week prior to the season in which the activity will take place. For example: If a class would like to sell 50/50 tickets during home football games, the class must wait until one week prior to the beginning of the football season to turn in their activity form. *The beginning of season will be defined as 1st scheduled practice.*

As a rule, the only two fundraisers that are club specific are: Concessions – Prom Fund/Committee.

Forms must have the appropriate number of office-approved chaperones and appropriate signatures to be considered by the council.

a. Pre-ASB Meeting Signature: Faculty Advisor

b. Chaperone Policy:

Dances: A minimum of two (2) staff chaperones and at least one (1) parent chaperone is required for all dances. However, in the event that a second staff member is not available, an additional parent chaperone may suffice with approval from the principal. Since prom/dance location changes, this may require additional chaperone support, and the amount of prom/dance chaperones will be left to the discretion of the prom/dance advisor(s). It is the responsibility of the class advisors to communicate with their class regarding additional chaperone arrangements.

Other Activities: One staff member is preferred, but if not available, a parent may chaperone with office approval. For example, if a class advisor is not available to chaperone a class fundraiser, a parent who has been approved by the principal may take their place as chaperone. If an event is held after hours at a school facility, it is treated like a dance when it comes to chaperones. In other words, there needs to be a staff chaperone for the event to use their keys and alarm codes to retrieve cashboxes, open and close the building, etc.

Once a group has all the proper signatures and chaperones listed on their form, the ASB/student council will vote to approve or not to approve the proposed activity. If ASB approves, then it must go to a final decision by the principal who is the ultimate authority on events and may send it back for clarification or alteration based on his/her questions or concerns.

If the Principal approves, then the group gets a signed pink copy in their advisor's box letting them know it's approved, and the district Administrative Assistant in charge of Student Body accounts will put it on the district calendar and prepare a cashbox as needed.

It is the responsibility of the student council to be fair and equitable regarding the distribution of sports season-related fundraisers. In the event that more than one class requests a fundraising event, the council will vote on a fair and equitable solution to ensure that any interested class has the opportunity to fundraise at sporting events.

Any suggested fundraising at the grade/middle school must go through a further approval process by the

grade/middle school staff. Groups interested in fundraising there are advised to communicate with the grade/middle school staff and have additional signatures and chaperones from that building in place BEFORE bringing the form to student council. Note – this process will take longer.

ADMISSION

When seeking admission to the district for the first time, students must meet academic, age, immunization, and other eligibility prerequisites as set forth in state law (ORS 339.010 - 339.155) and District Policies JE, JEA, JEBA, JEC, JECA, and JECB. Students should register at the high school (9-12) or grade school (K-8) office. If a student is unsure in which school district he/she lives in, he/she should contact the District Office. At registration, students will be asked for proof of date of birth, up-to-date immunization records, and proof of current address. Students will also be asked to complete various registration forms (including permission for us to request previous school records) and pay fees when applicable. The school secretary or superintendent/principal will help students with the paperwork.

Registration information for the next year will come to returning students as a routine matter through school.

Age Requirement (District Policy JEA). The district will admit students between the **ages** of 5 and 19 (21 for special education students). If a child is a first-time student entering kindergarten or first grade, he/she must be aged five or six, respectively, on or before September 1. A waiver of this age requirement may be granted, see Policy JEBA.

Denial of Admission The district will deny regular school admission to any student who has been expelled from another school district for an offense that constitutes a violation of the federal Gun-Free Schools Act of 1994, regardless of his/her resident status. The district may also deny regular school admission to any student who has been expelled from another school district for any reason, regardless of his/her resident status, (District Policy JECA). Alternative educational services will be provided as appropriate for residents.

Grade Placement The district will usually place transfer students at the same grade level with proof of previous enrollment. Those starting new in the fall will usually be placed at the next grade level, with proof of successful completion of the previous year's work. However, final grade placement will be determined jointly by the school and the parents.

A student who meets other enrollment criteria will not be excluded from school attendance solely because he/she is not under the supervision of a parent or does not have a fixed place of residence. A student in this situation needs to talk to the superintendent, school principal or if available a counselor, (District Policy JEC).

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met

or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Expanded Options – (Refer to Board Policy IGBHE)
The Board is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district’s Expanded Options Program will comply with all requirements of Oregon law.
10. Insight School of Oregon
11. Others as approved by the district

Parents may request additional in-district alternative education programs by submitting written requests to the superintendent/principal.

Non-district Alternative Education Programs

1. Other school(s)/program(s);
2. Community college; and
3. Others as approved by the district.

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

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

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

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

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION NOTIFICATION

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The maintenance supervisor serves as the districts asbestos program manager and may be reached for additional information.



ASSEMBLIES

A student's conduct in assemblies should meet the same standard as in the classroom. Students who do not abide by the Student Conduct code during assemblies will be subject to disciplinary action.

ATTENDANCE

Attendance, Absences, Excuses and Tardies All students between the ages of 7 and 18, who have not graduated from the 12th grade, are required to attend school unless otherwise exempted by law (refer to ORS 339.010 and District Policies JEA & JEA-AR). Schools are required to monitor and report violations of this compulsory attendance law. Our school district may employ, through the Douglas County ESD, an attendance director. He/she works with school staff, students, and parents to ensure compliance. The school principal is the attendance officer for that school.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Suspension of Driving Privileges Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from

school if the student has:

More than ten (10) consecutive school days of unexcused absences; or
Fifteen (15) school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Absences When a student returns to school after an absence, the parent/guardian can either **1**) email the school at ECSAttendance@elkton.k12.or.us, **2**) have the student bring a note signed by his/her parent/guardian that describes the reason for the absence **or 3**) call 541-584-2228 ext. 200 (refer to ORS 339.065 and District Policy JED). The law and district policy give the school final discretion in determining whether an absence is excused. In order for an absence to be excused, the parent/guardian must contact the school within two days of the student return. Absence from school or class may be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments (confirmation of appointments may be required); and
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. Reasons are limited to those matters that cannot be scheduled for non-school hours. Appropriate reasons include medical appointments, but do not include shopping or personal grooming or matters that could be handled by another person or at an alternative time.

A student must bring a note from his/her parent if he/she must leave school during the school day. If he/she becomes ill during school, with the teacher's permission, the student is to report to the office. Students must report to the office before going home ill. **Email attendance to: ECSAttendance@elkton.k12.or.us.**

After an excused absence, a student will receive full credit for work missed if made up and turned in on time. (Specific assignments missed and/or complete additional in-depth study assigned by the teacher to meet subject or course requirements) Students are allowed **one day** makeup time for each day they were ill. Remember this is only for work that has been assigned the day(s) the student was absent. Assignments that were given prior to the absence(s) will be due upon returning to school. No credit will be given for late assignments. Students may not be given extra credit to improve grades. The purpose of this rule is to educate students that deadlines must be met, and the job must be done correctly the 1st time. Extenuating circumstances may occur at which time the teacher and principal may make an exception.

For pre-planned or long-term absences parents should contact the office to arrange for the collection of homework assignments. Absences for athletic trips and long-term absences are to be pre-arranged and assignments are to be turned in upon return to school. Pre-arranged absences will require work due upon returning to school unless special arrangements with the office and teacher are made. Students are responsible for getting their make-up work from the teacher. It is always best to check with a teacher when it will cause the least disruption in the class. Parents and students should also access Synergy and Canvas for assignments and instructions.

Excessive absences will be dealt with according to law and may affect a student's grade. Missing more than 8 days (10%) in a semester may cause loss of credit. The credit may be regained and

consideration of credit retrieval will begin through a petition process.

Absences from school on the day of an event or activity **unless otherwise authorized in advance by the superintendent/principal** shall cause the student to be ineligible to participate. Friday is considered an extension of the week. For example, if a student is absent from school on Thursday he/she should not expect to attend the dance on Friday/Saturday evening. Students participating in such events/activities are required to attend school on time the day following the event/activity if a school day.

Additionally, students who are considered truant may be subject to any of the following penalties: detention, extended day, community service, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

Tardies The School District provides transportation to and from school for all students and expects students to arrive on time. The majority of tardies are preventable and will be given an unexcused tardy. Students are expected to be at school on time and in class ready to work before the final bell rings. It is our goal to provide the best setting for the educational excellence of our students. Disrupting teachers and students when entering late is not acceptable. Students receiving three tardies in a semester may be assigned an in-school suspension or a detention to be served after school in the library.



Students must check in at the office for an admit slip when tardy or returning to school after an appointment.

Teachers will deal with tardies as they would any disruption. If tardies continue to be a problem for an individual the office and teacher may implement other options that may include additional detentions, in-school suspension, out of school suspension or Friday school. A student's grade may be affected if he/she is tardy to class.

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

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

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

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

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

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Under certain conditions, a student may be exempt from compulsory attendance. Students should refer to District Policy JEA for details on qualifying conditions and application procedures.

Notification, Alternative Education If a student's attendance is erratic or if he/she is experiencing disciplinary problems, he/she and his/her parents will be notified regarding the availability of alternative education programs. The purpose is to make him/her aware of educational alternatives which might better fit his/her needs. (See District Policies JGDA, JGEA, JGEAB, and JGEAC.)

Religious Holidays and Exemptions A student's religious beliefs will be honored by excusing him/her without penalty, at parental request, from school attendance on official religious holidays. Also, upon a student's parent's request, the district will make reasonable modifications to school requirements or activities to accommodate his/her religious beliefs. (See District Policy JEFB).

Unexcused Absences Unexcused absences from school or from individual class periods will be reported to parents, and students may be assigned time to make up the unexcused absence. If a student has habitual unexcused absences, he/she will be referred to the Douglas County attendance officer where parents may be assessed \$100.00 in fines.

In difficult cases, and after proper notification, failure to attend school may result in the issuance to parents of a citation for a Class C violation of law that carries a court-imposed fine of up to \$150.00 as provided by ORS 339.925. If a student receives notification of a pending citation, he/she should contact the school immediately, or contact the District Office.

In addition, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age may be charged with "failure to supervise a child" if that child does not attend school. If found guilty, the parent or guardian may be required to complete a parent effectiveness program approved by the court and/or fined not more than \$600.

Truancy A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

AWARDS AND HONORS

Elkton Charter School wishes to recognize students who excel in academics, athletics and community service. Awards and honors will be presented at award ceremonies in the spring of each year.



BOUNDARIES

River access and/or swimming is **strictly prohibited** during school hours, including lunchtime. The definition of "river access" is the area between River Road and the river.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal/superintendent or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct - and consequences for misconduct - that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

To create a new club or organization, students must following these steps:

1. Select an advisor (or advisors)
2. Create a set of club bylaws
3. Meet with student council to present your club, including advisor(s) and bylaws for approval

COMMUNICABLE DISEASES

If a student is diagnosed with a communicable or contagious disease, parents need to telephone the child's superintendent/principal so other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, encopresis, and enuresis. Parents with questions should contact the school office. (Refer to District Policy JHCC.) COVID-19 policy and guidance will follow soon.

COMMUNITY SERVICE

Beginning with the graduating class of 2009, 25 hours of community service per year will be required for graduation. All activities must be pre-approved prior to beginning activity. A Community Service Hour form can be obtained at the high school office or filled out and printed off of the school website. Contact the office for further information.

COMPUTER USE

Electronic Communications Systems (Internet and E-mail) With written parental consent, students will have access to worldwide communications through the district's internet and e-mail systems. These systems are designed to expand student access to information and educational pursuits.



Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including using Microsoft Outlook for personal e-mail access, is prohibited. Any disruption of class due to Web usage may be grounds for computer access suspension. Each teacher or substitute is responsible for determining at what level usage is disruptive to his/her classroom.

The potential educational benefits of these systems also carry a significant potential for abuse. Any violation or abuse of these systems or their operational regulations will result in disciplinary action, up to and including loss of access and other classroom privileges, suspension, expulsion, or referral to civil authorities in cases where state or federal laws may have been broken (refer to District Policies IIBGA and IIBGA-AR).

Prior to utilizing the system students and their parents must give consent acknowledging a statement of understanding the electronic communication system policies and student guidance.

Elkton Charter School is in compliance with laws requiring a filtering system on internet sites. Students

who attempt to bypass such sites will lose the privilege of access to the computer. Only teachers and staff may bypass Internet Filtering for uses within school rules and all applicable laws. These filtering systems are in place to follow laws created by the Children’s Internet Protection Act (CIPA, Public Law 106-554, Sections 1701-1741). More information on CIPA, including text of the law, can be found online at <http://www.ifea.net/cipa.html>.

Specific sites and types of sites are off limits ALL of the time:

Hotmail, Yahoo Mail, or any other online-based email program; all school email should be done using Microsoft Outlook or, if changed, the existing email application. Microsoft Outlook email can be accessed at home via the Web at <http://www.douglasesd.k12.or.us> and clicking on the link near the top of the page labeled “WebAccess.”

YouTube, TikTok, Instagram, Snapchat, Facebook, X (Twitter), etc., or any social media and networking sites. Any sites with known Spyware, Adware, or Malware; these types of programs compromise the computers and the school’s network security can significantly slow down a computer and may even cause network issues.

Above all else, remember that the teacher or substitute overseeing individual student or class usage of the computer has “Final Say” in determining what sites students may visit, personal email usage, or any other computer activity.

Online Guidelines for Students Internet usage at school is to be used for educational purposes only. One educational purpose is learning proper online usage, etiquette, and responsibility. In order to “learn” how to use the Internet as a valuable information and research tool, students should always remember the following: ([source: http://www.educationworld.com/a_issues/issues/issues423.shtml](http://www.educationworld.com/a_issues/issues/issues423.shtml))

Be kind to others – Think how you would genuinely feel if someone posted similar things about you. Think before you post – Material posted from a school computer or viewed on a school computer becomes subject to all school policies. Also, on the Internet in general, anything posted is not private. If you never, ever want someone to see what you are posting, do not post it. Anything posted online should be considered public, permanent, and accessible by anyone in the world.

Protect yourself from bullying or harassment – Report any and all concerns to a trusted teacher, staff member, or parent.

Report posts of threats of violence or self-harm – Consider all threats to be real. Don’t post any threats yourself. Someone will take you seriously, and serious trouble with the school or police may likely ensue.

People may not be who they appear to be online – Develop a safety plan for meeting online friends that is approved by your parent(s).

Stop the predators – If you have been contacted by someone that you think might be a sexual predator, report it to a trusted adult immediately.

CONDUCT

Student Rights and Responsibilities Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe

- school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
 4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
 5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
 6. The right to privacy, which includes privacy in respect to the student's education records;
 7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

The district strives to maintain a safe learning environment. This requires us to exercise authority and control over students and their behavior at school, at school-related activities regardless of location or time, and while being transported to and from school or school-sponsored activities (refer to District Policy JFC). We believe it is our responsibility to provide a school where students feel safe and have the best environment to learn.

Misbehavior will result in disciplinary action, from a loss of classroom privileges to expulsion from school, depending on the frequency and nature of the offense. In certain serious cases, it might also include forfeiture of the student's Oregon driver's license. When a violation of law is involved, local police authorities will be contacted. The student conduct code prohibits the following negative behavior at all school-sponsored happenings to include at school, in the classroom and at, on and off campus activities.

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

Student Conduct Code The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying or menacing*, including cyber bullying, as prohibited by Board policy JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying./Menacing and accompanying administrative regulation;
3. Coercion*;
4. Violent behavior or threats of violence or harm* as prohibited by Board policy JFCM – Threats of Violence;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property*; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;

9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs, JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules;
14. Plagiarism;
15. Leaving school grounds or school activities without permission.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Dangerous Weapons at School

School is no place for dangerous weapons. This also means school activities away from school property.

Dangerous weapons include, but are not limited to, firearms, knives, metal knuckles, chains including wallet chains, straight razors, explosives, noxious or irritating gases, poisons, and drugs. Replicas of dangerous weapons are included in this list and will be dealt with in the same manner.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Incidents involving dangerous weapons will invoke the most severe response available, including notification to local police. It will involve an automatic expulsion from school for no less than one year, however, the superintendent may modify the expulsion requirement on a case-by-case basis. It could also mean the loss of driving privileges. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property, or recklessly discharges a firearm in school, is subject to criminal prosecution, a maximum five year imprisonment, a fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

By law, the district's weapons policy shall allow an exception for courses, programs and activities approved by the district that are conducted on district property. These may include, but are not limited to, hunter safety courses, weapons-related sports or weapons-related vocational courses. Districts with such programs may include additional guidelines to students as appropriate.

Students, parents, staff, and school patrons are encouraged to read and become familiar with District Policy JFCJ. It is the student's responsibility to keep dangerous weapons away from school and school activities.

Demonstrations and Petitions

Students have the right to hold demonstrations and circulate petitions as long as:

1. They have the prior approval of the school superintendent;
2. There is no disruption of classroom activities;
3. There is no threat to the safety of others; and
4. There is no resource person present unless the provisions of Board policy are met (District Policy JFI).

Discipline Disciplinary actions include using one or more discipline management techniques. Actions may include consultation with teachers, school counselor and/or administration, loss of classroom privileges (including participation in extracurricular activities), makeup work, detention (including Friday School), suspension, expulsion, loss of driving privileges or the right to apply for driving privileges, and/or removal to an alternative education program. Age and past patterns of behavior will be considered prior to any suspension or expulsion.

In addition, when the misconduct includes the violation of civil or criminal law, proper authorities will be notified.

Assemblies Student conduct at assemblies should meet the same standard as in the classroom. If a student does not abide by the Student Conduct code during assemblies, he/she will be subject to disciplinary action.

Classroom Discipline Students are required to follow the established rules for each teacher's classroom. These rules should be clearly posted and discussed in each class. It is the responsibility of the administration to review and approve these rules.

Corporal Punishment The use of corporal punishment is a violation of state law and is strictly prohibited. Staff members are authorized to employ physical force and restraint when it is necessary to prevent a student from harming self, others, or doing harm to school property (refer to District Policy JGA).

Detention and Friday School A student may be detained outside school hours on one or more days if he/she violate the Student Conduct code (District Policy JGB). The detention shall not begin until the student's parents have been notified, either by the student or the school, of the reason for the detention and they can make arrangements for the student's transportation.

Discipline of Students with Disabilities When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability. Discipline of students with disabilities shall be the same as for their non-disabled peers unless: (1) an individual behavior management plan is written in the student's Individual Education Plan; and/or (2) it is determined by an Individual Education Plan team that the misconduct is a manifestation of the student's disability. Individual behavior management plans shall take into account whether or not the behavior is a manifestation of the student's disability. All due process procedures shall be followed in accordance with the Individuals with Disabilities Education Act (IDEA). More detailed information is available through the building superintendent/principal and/or the District Office (District Policy JGDA/JGEA).

Due Process Rights If a student violates the Student Conduct code, he/she will be subject to disciplinary action (District Policy JG). In this action, the student's rights to due process will be observed; which are: (1) the right to hear the charges and the evidence substantiating those charges; (2) the right to respond to the charges and to offer a defense; and (3) the right to appeal. A written record of all alleged violations and resulting disciplinary action, including any appeals, will be kept.

Expulsion A student may be expelled for severe or repeated violations of the Student Conduct code. He/she will not be expelled without a hearing unless he/she waives the right to a hearing, either in writing or by failing to appear at a scheduled hearing.

An expulsion will not extend beyond one calendar year. However, if the misconduct includes the possession of a dangerous weapon, the expulsion will be automatic for not less than one year, and may be for multiple years (District Policy JFCJ).

The district will provide appropriate expulsion notification including expulsion hearing procedures, student's rights, and alternative education provisions as required by law. Details on expulsion and expulsion hearings can be found in District Policy JGE.

Suspension A student may be suspended from school for up to ten school days (District Policy JGD) for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. A written record of each suspension will be kept, including the reasons for the suspension, the length of the suspension, and a specific readmission date.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the school. Schoolwork missed while suspended may be made up upon returning to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, students will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

In-School-Suspension (ISS) may be used as a progressive disciplinary measure. ISS may be for one or more classes and will require the student's attendance at an assigned location. Depending on the seriousness of the offense and at the discretion of the superintendent/principal, the prohibition of attendance at after-school activities may or may not apply to ISS.

Suspension of Driving Privileges In accordance with Oregon law, the superintendent may request to the Department of Transportation that a student's driving privileges, or the right to apply for driving privileges, be suspended for no more than one year if: (1) the student has been expelled for bringing a dangerous weapon to school; or (2) the student has been suspended or expelled at least twice for assaulting or menacing a district employee or another student; for willful damage or injury to district property; or for use of threats, intimidation, harassment, or coercion against a district employee or another student.

A second such request for a subsequent violation may result in suspension of a student's driving privileges, or the right to apply for driving privileges, until the student reaches age 21.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

A meeting with the student's parent(s) will be held prior to submitting such a request to the Department of Transportation. The student may appeal the superintendent's decision regarding driving privileges under the due process procedures for suspension and expulsions (refer to ORS 339.254 and District Policy JHFDA).

Truancy A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities and/or loss of driving privileges.

CONFERENCES

Parent / Teacher Conferences Parent/Teacher conferences are scheduled after the first and third grading quarters to review student progress. Specific time and place are scheduled on an individual school basis. Teachers are expected to contact parents if there is a persistent problem with attendance or school work or if a student is in danger of failing. (Refer to District Policy IK and IKA.) If a parent wishes to confer with a teacher, he/she needs to call the school office for an appointment.

Open House Open house will occur shortly after the beginning of school. Watch for the announcements. Open house is an opportunity for parents to come to the schools and look around, meet teachers and staff, and get to know the school their children attend. The staff also seeks the opportunity to meet the students' parents.

CORRESPONDENCE COURSES

Correspondence and On-Line Courses & Policies A student in grades 9-12 may earn a maximum of five units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal prior to enrolling in such courses. Contact the principal for correspondence course details.

The class must be pre-approved for any credit from Elkton High School and will be transferred to the student's official transcript. The superintendent must approve the course before credit is accepted.

The district will not pay for or reimburse any alternative class that we offer as a standard part of our curriculum. If the course is pre-approved as a required course, alternative course, or enrichment class that is important to the student's personal education plan, the district will pay for the course. The courses approved for credit will receive a grade which will be entered on the student's permanent record and included in calculation of G.P.A. If the student is using class time to take the course, Elkton Charter School grading policy will apply to the course.

When enrolled in an on-line or correspondence class the student will be assigned to a teacher-of-record and be under that teacher's supervision at all times. The student will report to that teacher daily during the assigned period. That teacher will be responsible for grading, tutoring, and record keeping of attendance, assignments, and tests for the student.

Each student is expected to have a full eight course schedule each semester. Exceptions are made only when approved by the superintendent/principal. To encourage the student's total enrollment the district may approve certain correspondence coursework and on-line classes accordingly with the following criteria.

All correspondence course enrollments involving district funding or in school time must be approved by the superintendent/principal. Enrollment is arranged through the office. Correspondence courses are completed during the student's unassigned period.

If the course is an elective course, the District will pay for the course. If the course is one of the specific course titles required for graduation at Elkton High School and the course does not or will not fit your schedule, the district will cover the tuition and materials fee at registration.

If the student does not complete the course on time, fails the course, or drops the course after the date for reimbursement, he/she or his/her parents/guardians must reimburse the school. This applies to all correspondence, online and any college or EOP courses.

Enrollment requires you and the teacher of record to complete a contract or work schedule to complete the course within the semester.

Students must complete all correspondence courses within two weeks after the semester ends to be included in the Semester 1 and 2 Honor Rolls.

Enrollment in a course will cause the matter to be posted on your Elkton grade report and permanent transcript. Courses not completed within the semester shall be recorded as an “F”.

Correspondence course enrollment will be considered as if it were an in-school class with regard to eligibility, class ranking, G.P.A. and due dates.

UCC Student Pathways Program – Students 16 years or older may be able to participate in the Umpqua Community College Student Pathways Program earning a Microcomputer Application Technologist Certificate. Contact the high school office for more information.

Expanded Options Program - Your child may qualify as an eligible student to participate in EOP if your child meets the criteria below and has not already completed course requirements for a high school diploma. If you are hosting a foreign exchange student, foreign exchange students are not permitted to participate in EOP. (See District policy IGBHE-AR(1))

You may be permitted to participate if you are an eligible student applying to an eligible post-secondary institution for an eligible post-secondary course. An eligible student means a student enrolled in a public school and who is:

1. Is 16 years or older at the time of enrollment in a course under the Expanded Options Program;
2. Is in grade 11 or 12 or has not yet completed the required credits for grade 11 or 12, but the district has allowed the student to participate in the program;
3. Has developed an educational learning plan as described in this policy;
4. Has not successfully completed the requirements for a high school diploma; and
5. Is not a foreign exchange student.

An eligible student who has completed course requirements for graduation but has not received a diploma may participate. Please contact the office to respond to this notice before **May 15th** each school year of your intent to enroll in an eligible post-secondary course during the following school year. If you decide to enroll in an eligible post-secondary course, we will schedule a meeting with your advisory support team to develop an educational learning plan that addresses your short- and long-term academic and career goals. **As stated previously, if a student does not complete the course on time, fails the course, or drops the course after the date for reimbursement, he/she or his/her parents must reimburse the school. This applies to all correspondence, online and any college or EOP courses.** If you have questions, please call the high school office.

COUNSELING AND GUIDANCE PROGRAM

ASPIRE ASPIRE, a community volunteer program, is available to all interested high school students, and matches mentors with students who help them research colleges, scholarships, and other post high school opportunities.

Personal Counseling Behavior Counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco

dependency. The counselors may also make available information about community resources to address personal concerns. Contact the superintendent/principal if you wish additional information. (District Policy IJ).

CREDIT BY EXAMINATION

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CREDIT BY PROFICIENCY

Students may receive class credit by proficiency but must have prior approval by the superintendent.

CURRICULUM AND INSTRUCTION

Academic Achievement, Grading, and Progress Reporting

The number one purpose of school is academic achievement. This achievement will be evaluated, graded, and reported according to established standards and procedures. These are outlined in District Policies IK, IKA, and IKAD. You should be familiar with these policies.



Grades - During the first week of school each teacher shall present to you both an oral and written explanation of the grading system and specific requirements for their course.

Assignments – All assignments that are considered in determining your grade shall be turned in at the time the assignment is due unless specifically identified otherwise by the assigning teacher. No late assignments will be accepted. No extra credit will be given.

Comparisons – Grades are awarded by teachers to indicate the level of your achievement in an individual class. The ratings are indicative of the degree to which you have met or completed individual course objectives and overall course goals. The letter grade awarded is based on a professional, long-term comparison of grades earned by a body of students who qualify for the specific class. It is intended that a student earning one of these grades would earn a similar grade in another district taking a class with the same goals and the same student achievement.

The teacher's evaluation and grading of you will be based on many criteria which may include, but is not limited to quizzes, tests/final examination, projects, homework, classroom assignments, oral presentations, research, classroom participation, conduct, contributions to a productive learning environment and attendance.

Letter Grades – The following grades are awarded to students in grades 9-12:

- A = Superior Achievement – at least 90% of possible score
- B = Above Average Achievement – at least 80% of possible score
- C = Average Achievement – at least 70% of possible score
- D = Below Average Achievement – at least 60% of possible score
- F = Unsatisfactory Achievement – less than 60% of possible score
- P = Pass
- I = Incomplete



The “I” will convert to the earned letter grade unless late work or new work is completed in accordance with a contract signed by the student, teacher and superintendent/principal. A copy of the signed contract is given to the office and mailed to the parents.

If the last earned letter grade is unknown or undetermined by the next 9 week grading period, the Incomplete grade will become an “F”.

NG = No Grade or Credit Given

The teacher must notify the parent or guardian and the superintendent/principal of any pupil in danger of failing. This is done as early as possible in order to provide remedial assistance to the student and to further involve the parents/guardians in the education process.

It is the duty of teachers, in accordance with district and school policies, to keep parents/guardians and students informed. You have the responsibility to inquire about and monitor your academic progress.

Failing grades will remain on the transcript (a permanent record) but if course is retaken, failing grades may be removed from the calculation of the cumulative GPA.

Eligibility - High School – Students become ineligible for failing grades or not maintaining a 2.0 GPA at any 9-week grading period. The student will remain ineligible until the grades are posted to the office for the next 9-week grading period in which he/she passes all classes and maintains a 2.0 GPA. If any student currently on an IEP does not meet our policy requirement of a 2.0 GPA but does pass all of his/her classes, he/she will be eligible to participate. ** At the discretion of the principal/administrator, students may be placed on academic probation if they fall below the minimum standard set above. During academic probation students are not allowed to compete, travel, or be involved in team activities except for practices. During the 5 weeks of probation the principal / administrator will monitor student achievement. If a student brings their grades to a minimum standard (Passing all classes with a 2.0 GPA) they may be allowed to compete. Grades will be checked every two weeks on Friday afternoon.

Students receiving failing grades or dropping their GPA below 2.0 between 9 week grading periods, may be temporarily suspended from activities and participation until the grade is improved.

Academic Study Hall - Any student failing a class or having failed a class the previous nine weeks may be required to attend after school study hall for a minimum of four and one-half (4 ½) weeks.

The student athlete who is failing a class or who has failed a class may be required to attend extended day study hall and may not be allowed to participate in practice or games until new grades are posted.

Eligibility – Grade School

***See Attached Rules and Regulations Form at the Back of the Handbook **

Incompletes – If you receive an incomplete grade at the end of a grading period, you should contact your teacher regarding an incomplete contract. This contract signed by the student, teacher and superintendent/principal, will state the work needed to be completed to remove the incomplete grade and the time allowed to do the work. Failure to satisfactorily complete the contract agreement will result in the teacher issuing the letter grade that appears on the contract. This letter grade will not give credit for the missing work and is based upon all assignments, tests, projects, etc., even if not completed. If you fail to complete a written contract with your teacher, your incomplete will become an “F”.

Student Schedules - Prior to school starting in the fall, students will be given an opportunity to register

for their classes. In some instances, it may be necessary, due to schedule conflicts or student needs, to assign students to specific courses. If necessary, this will be done by the principal. Students should give much thought and consideration to the scheduling activity.

The schedule identified above will be for the entire year and shall include the second semester course for those courses that are only one semester long. In most instances courses are designed for the full year.

Schedule Changes - No changes will be made after the first week of a semester. A student who wishes to change their schedule should contact the office no later than one week after the start of a semester. No changes will be allowed at the quarter since no quarter credits are issued. A student who transfers from one class to another is responsible for all missed work. Changes after the first week of the semester will not be made without the approval of parents, school administrator and all teachers involved in the change. The superintendent/principal, after consulting with the class teacher, will evaluate and rule on the requested change based on class size, graduation requirements and the student's demonstrated abilities.

Special Programs - The district provides special programs for bilingual students and for those with disabilities that affect a student's success at school. A student or parent with questions about these programs should contact the Superintendent.

Promotion and Retention of Students - Students normally progress annually from grade to grade. Exceptions may be made in the best interest of the student. Exceptions will always be made after notification, explanation, and consultation with parents. But the final decision will rest with school authorities. Parents who have concerns in this regard should contact the teacher or superintendent/principal as soon as possible. (Refer to District Policy IKE)

Students who do not earn the required number of credits for their present grade will not move to the next grade until the credits are obtained. They are **End of Freshman year = 5 credits, end of Sophomore year = 12 credits, end of Junior year = 19 credits.**

High School Classes/Courses for Eight Graders - The district encourages students to perform at the highest level possible in their course work. Recognizing that some upper-level elementary school age students are able to master existing high school curriculum, it is the policy of the district to allow eighth grade students, who are qualified, to take designated high school classes/courses. High school credit may be granted if students taking pre-grade 9 courses are required to meet performance criteria that are equivalent to the performance criteria for students taking the same high school classes. The district will allow the granting of such credit to be used to reduce below 26 the units of credit to be completed in grades 9 through 12 for high school graduation. **(District policy IKAC)**

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

The district will make every reasonable effort to accommodate released-time programs. Religious instruction during the school day is limited to two hours per week for elementary students and five hours per week for secondary students (District Policy JEF).

If the religious instruction is before or after school, you may ride district buses to or from school and the place where the instruction is given, providing no changes in bus scheduling are made.

Early Release from School - Students may be released from part of the school day according to the

following criteria:

1. Must be approved by superintendent/principal.
2. Students must be 18 and/or a senior.
3. Students must have a job that requires early release; and
4. Students on early release must leave campus and not return or their early release will be revoked.
5. Fifth year students need to take only the courses required for graduation.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

DANCES/SOCIAL EVENTS



Dances and other social events are an important part of the school experience. The same rules of good conduct and grooming shall be observed at these occasions as during other school functions. Unless you have specific permission from the superintendent/principal, you may not attend an after-school dance or social event if you have been suspended or expelled.

Some of these events are open to students from other schools, while some are limited to your school or a specific group within your school. Before inviting a guest, you should make sure guests are welcome. All guests must be signed up on the guest list and approved prior to the dance. Guests must not be older than twenty years old. Guests are expected to observe the same rules as students. If you invite a guest, you share responsibility for the conduct of that guest. Guest approval forms and conditions are available in the school office. All requests for guests are to be submitted 5 days prior to the dance.

Dance Guidelines High School Dance Regulations for Students and Chaperones.

Dances are a part of the extra-curricular program at school primarily for the benefits of students at our school. The following regulations shall apply to high school dances and shall be enforced by the advisors.

1. All dances must be sponsored by a school organization.
2. Requests for all dances to be held during the school year should be submitted to the student's advisor, student council and the principal/superintendent in a timely manner.
3. Formal dances are: Homecoming, Winter Formal and Prom.
4. Informal dances are Annual Signing, Sweetheart's Dance and other dances requested by students, organizations, or classes. No more than 3 formal dances a year and 4 informal dances.
5. Students shall go immediately to the dance area when they arrive and remain there until the conclusion of the dance. Students who leave the dance earlier than the scheduled ending may not return and parents will be notified. Students who wish to leave early must call home and receive permission to do so.
 - a. Exceptions/additions to Rule 5: Prom is usually held in a location off campus, sometimes with many different areas. Those attending the Prom will remain only in areas approved by school staff and chaperones (see example below for site-specific areas). Students not purchasing banquet tickets are not allowed at banquet. No outside beverage containers are allowed at PROM. Those leaving the designated areas will be considered having left the dance and will not be permitted

back inside and must call home to inform parents/guardians that they are leaving the Prom. Even though the location is not the School Campus property, all school guidelines are still in effect.

EXAMPLE:

- i. Big K Ranch – Students are only permitted in the following areas:
 1. Dining Room where dinner is served
 2. Ballroom where the dance takes place
 3. Bathrooms adjoining the Dining and Ballroom
 4. Deck area attached to Ballroom
 5. Area immediately around the front door
 - ii. Big K Ranch – Areas students not permitted, unless chaperone-approved
 1. Downstairs game room
 2. Parking lot (except when arriving or leaving; please no loitering during those times)
 3. Outside, below the deck or around the sides of the building
 4. Guest rooms
 5. Any other area not specifically addressed in either this section or the previous section.
6. Dances are not longer than 3 hours.
- a. Exceptions to Rule 6
 - i. Prom – The dance itself starts at 7:00 p.m. and is over at 11:00 p.m. Students will be permitted to leave at 10:30 p.m. Dinner starts at 6:30 p.m. and pictures generally follow dinner.
 - ii. Students leaving the dance prior to 10:30 must call parents for permission to leave the dance early. Parents will be notified of any students leaving without permission.
 - iii. Students leaving at 10:30 or before may not return to the dance.
7. Students may be permitted to bring one guest, not older than 20 years old, if approved by the school administration prior to the dance. All guests must be signed up on the guest list and must accompany their host students to the dance. Students are responsible for their guest's behavior. Guests attending PROM must be on the guest list in the high school office and approved 1 week prior to PROM.
8. Homecoming is open to alumni of the school who are official graduates.
9. School regulations are in effect for all extracurricular activities.
10. The dress code does not apply at dances but attire is expected to be in good taste. Dance should be appropriate to the school setting. If the chaperones are embarrassed or if it is dangerous, it is not appropriate to the school setting. Use your good taste and manners and enjoy yourself.
11. School staff and chaperones reserve the right to use Passive Alcohol Detectors at any school function, including dances.
12. All students and their guests are required to follow these rules regardless of age.
13. Use your good taste and manners and enjoy yourself.

Chaperone Policy:

Dances: A minimum of 2 staff chaperones and at least one parent chaperone is required for all dances; however, in the event that a second staff member is not available, an additional parent chaperone may suffice with approval from the principal. Since prom location changes may require additional chaperone support, the amount of prom chaperones will be left to the discretion of the PROM advisors and/or

principal. It is the responsibility of the class advisors to communicate with their class regarding additional chaperone arrangements.

Other Activities: 1 staff member is preferred, but if not available, a parent may chaperone with office approval. For example: if a class advisor is not available to chaperone a class fundraiser, a parent who has been approved by the principal and who has completed the volunteer handbook procedures may take their place as chaperone.

DISCIPLINE

Discipline Any student who violates the Student Code of Conduct shall be subject to disciplinary action.

Detention A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student (if 18 years of age) waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing

the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability.

Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and yearbooks, are under the supervision of the teacher/advisor and superintendent/principal. The administration serves in the capacity of publisher for all school-printed materials and, as such, may require students to submit publications for prior approval. (See District Policy IGDB.)

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property without prior approval of the administration. Commercial advertising will usually not be approved except when it is related to a school activity and has the prior approval of the superintendent. (Refer to District Policy KI/KJ.)

Materials not under the editorial control of the district must be submitted to the superintendent/principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

Dress Code Grades K-12

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. We encourage students to dress appropriately for the classroom and for school activities. Neat and clean appearance is highly desirable. However, we realize styles of dress and grooming change and should not be regulated by school edict.

We strive to create an environment where all children are safe from harassment, bullying, distraction, and physical aggression. To help us meet these expectations, students should adhere to the following:

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Clothing will cover private parts (including cleavage and buttocks) when sitting and standing and must have fabric on front and sides.
- Clothing must cover undergarments, bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

1. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict pornography, nudity or sexual acts.
3. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
4. Sunglasses are not to be worn in the school buildings.
5. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
6. If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Infractions of these dress and grooming standards will become a matter of counseling with students and/or parents. Students may be asked to change clothes. Students may be removed from class or an activity temporarily pending resolution of the problem (District Policy JFCA).

The dress code applies to all activities including: games, dances, fundraisers, etc.

The District Dress Code policy applies to all schools in Elkton School District PK-12, with the exception of schools with a Uniform Dress Code policy.

The primary responsibility for the dressing and grooming of students rests with the student and his or her parents or guardians.

DRILLS – LOCKDOWN, FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

At least one fire drill will be conducted each month for staff and students in grades K-12.

At least two drills on earthquakes will be conducted each year for staff and students in grades K-12.

At least two lockdown drills will be conducted each year for staff and students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

In the superintendent/principal's office the district has an emergency procedure plan available for public review. Brian Kruse is the District Safety Officer and is responsible for conducting the emergency drills.

DRUGS AND ALCOHOL

The possession, sale, and/or use of illegal and harmful drugs, including alcohol, is strictly prohibited at school. This includes the possession, sale, or use of illegal drugs, including alcohol, during the regular school day and at any district-related activity, regardless of time or location, and while being transported on district-provided transportation. Being under the influence of an illegal drug, including alcohol, is considered possession.

If a student violates this policy, he/she will be subject to disciplinary action, up to and including expulsion, and referral to law enforcement officials, when appropriate. (Refer to District Policies IGAEB and JFCI.)

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, punishable to a maximum of 20 years of imprisonment, \$100,000 fine, or both.

ELECTRONIC SURVEILLANCE

The School Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The district may use video camera surveillance on a random basis on its school buses. It may also use other electronic surveillance devices and alarms on school property and in school facilities or in locations as deemed appropriate by the superintendent. This handbook serves as notice of such use. (See district policy ECAC)

EMERGENCY MEDICAL TREATMENT

If a student becomes ill or is injured at school, he/she should notify a teacher or the office as soon as possible. In the case of a serious illness or injury, the school will attempt to notify the parents according to information provided on the emergency card filled out during registration. Parents are encouraged to update this information as often as necessary.



If a student is too ill to remain at school, he/she will be released to his/her parents or to another person as directed by the parents on the emergency card. Parents must identify a responsible party to care for the student in the absence of a parent.

School staff may administer emergency or minor first aid if needed (District Policy EBBA and EBBA-AR). The school will contact emergency medical personnel, if necessary, and will attempt to notify parents if a student is being transported for treatment.

EMERGENCY SCHOOL CLOSURES

In emergencies, the superintendent may alter district and transportation schedules. Such alterations may include closure of all schools, closure of a selected school(s) or grade levels, delayed openings, and early dismissal of students (District Policy EBCD).



Changes in school or bus schedules will be announced on FlashAlert (*see below for details), and over public radio and television stations. In the event of school being dismissed early, attempts will be made to contact parents by telephone, email and text message.

Instructions for FlashAlert - Elkton Charter School now uses an Internet-based system for delivering changes in schedule, such as snow closures, to the news media. The message delivery is being extended directly to the public through a system called FlashAlert. Through the FlashNews.net website, Valley Information Network, (serving Lane, Linn, Benton, Douglas & Coos Counties) collects emergency information, news releases and high school and college sports scores from dozens of schools and provides it to the news media via a continuously updated website and e-mails. It also automatically places this information into the websites of participating stations and newspapers.

You are able to self-register and manage up to three home or office email and/or cell phone text message addresses and receive emergency information just minutes after we post it, at no cost to you.

To register, go to FlashAlert.net and click on the city of "Eugene" on the map. On the next screen, click on "Douglas County Schools" then "Elkton". Enter your email address, click "subscribe" and follow the instructions on the next page and click "create your account". Follow the directions on the next page to receive your validation code and enter it in the box provided. You may now add additional email addresses or cell phone numbers and update your account. You can choose to send a verification message to your listed addresses.

Please be aware that with the proliferation of spam and the resulting spam filters, it is impossible to completely guarantee message delivery, since different filters block different messages. After adding or changing email addresses, have test messages sent to verify they will pass through your mail server's filters.

All addresses registered on FlashAlert will remain confidential and shall not be released to any person or organization. Once a year you will need to update your subscription if you wish to continue your subscription.

If you have any questions or need help signing up for this service, contact Melissa Whitley, Administrative Assistant, at 541-584-2228 ext. 200.

Because many of our students come from homes where there is a single parent or where both parents work, we are well aware of the potential problems caused by unexpected changes in school or bus schedules. Once at school, students will usually be kept there rather than being sent home without first contacting a parent or parent identified responsible person. There are times when it is judged best to send the student home, and of course, parents may come to school and check out a student if they feel they should.

Sometimes, depending on where a student lives, the decision to hold or not to hold school may seem contrary to students and parents' opinion. The decision is made on the basis of our concern for the safety of children and while conditions may look good in one location, they may be treacherous in other areas of our district.

Under certain circumstances it may be necessary to dismiss school early and send children home before the regular time. This would happen only in serious emergencies or if the threat of adverse conditions made it expedient. Should it become necessary to send children home early we will make every effort to contact parents. It is important we have telephone numbers of those who should be contacted if the parents cannot be reached. No student will be released to another party without written permission or designated on emergency card. Please remember to update this information if the situation changes.

EXTRACURRICULAR ACTIVITIES

Activities and Athletics In the Elkton school system, we believe the following four statements are true.



1. Activities support the academic mission of schools. Students who participate in activities do better in all other aspects of school.
2. Activities are inherently educational. Activities provide experiences that are educationally sound and can be learned best on the playing field, in the practice room, and in student-run organizations.
3. Activities foster success in later life. Participation in school activities has been found to be a predictor of later success---in college, in a career, and in becoming a contributing member of society.
4. Activities promote individual leadership. Students have an opportunity to represent their school and themselves in positive ways.



Accordingly, students are encouraged to take part in extracurricular activities and the many worthwhile learning experiences available through involvement in student government, clubs, organizations, athletics, music, and other activities. Contact the school office for further information. Get involved and stay involved.

If a student is going to participate in sports, he/she must have a physical examination (on an OSAA Physical form) to participate in any sports event. Students must have a current physical before they participate in any sports event, including camps, conditioning and practices, affiliated with or sponsored by Elkton Charter School. Physicals are now good for two years from the date of the physical on file, per Elkton School District Board approval.



Students who plan to participate in interscholastic athletics will be required to purchase appropriate health care coverage under the district-sponsored health insurance plan or show proof of adequate coverage from some other source. (Refer to District Policy JHA.)

The school office and the superintendent, principal or athletic director will help students with all the paperwork needed to go out for a sport or join an activity.



Academic Eligibility In order to participate in high school extracurricular activities, students must meet the academic eligibility requirements of both the high school and the Oregon School Activities Association (OSAA). This includes activities such as Dance, Destination Imagination, Cheerleading, FFA, FBLA, Knowledge Bowl, Nerd Club, Student Government, as well as athletics. To participate in extracurricular activities students must:

1. Pass ALL classes and maintain a 2.0 GPA minimum at each 9-week grading period. Students who receive an F or do not have a 2.0 GPA at the end of each quarter may be placed on academic probation for up to five weeks at the discretion of the principal. Students on academic probation are not allowed to compete or travel with the team. Grades will be checked every other week for progress. If a student is passing all classes, they may



be allowed to compete. If a student fails to bring their grade or GPA to standard, they will not be eligible until grades are posted in the office for the next 9-week grading period. If any student is currently on an IEP and does not meet the 2.0 GPA requirement but does pass all of his/her classes, he/she will be eligible to participate.

2. Teachers will report to the parent, student, and office if a student is in danger of failing. Students receiving failing grades or dropping their GPA below 2.0 between 9 week grading periods, may be temporarily suspended from activities and participation until the grade is improved.
3. Students who are suspended or sanctioned for not following rules may be benched during games or activities or denied attendance.
4. In addition, OSAA eligibility requirements state that if a student is not passing 5 subjects at a Semester grading period, he/she will be ineligible until passing a minimum of 5 classes and meeting Elkton High School eligibility requirements until the next semester grades are posted.

Approved summer school courses completed prior to the beginning of the school year may be considered for eligibility standards.

Conduct and Grooming Student organizations, performing groups, and athletic teams may establish rules of conduct and grooming (and consequences for violating these rules) which are stricter than those

for students in general. If a violation is also a violation of the Student Conduct code, the consequences specified by the district may apply, in addition to any consequences specified by the organization.

Elkton High School has adopted an Athletic Code, and/or Activity Code related to student conduct, which students and their parents will be required to read and sign to participate in a sport or activity. Students are expected to be familiar with and held accountable under this Code.

FEES (District Policy IGDE and JN)

Fees and Expenses (Check with office for latest fees and costs)

High School Student Body Card	10.00
HS Sports Participation Fees (\$35.00/sport or \$100.00 max.)	35.00
GS Sports Participation Fees (Grades 5-8 / \$100.00 max)	15.00
High School P.E. Towel / Locker Fee	10.00
Grade School P.E. Towel / Locker Fee	5.00
Home Game admission – HS student without Student Body Card	3.00
Home Game admission - Grade School / Jr. High students	2.00
Yearbook (optional)	40.00
K-12 Student Breakfast (optional)	1.75
K-12 Student Breakfast (reduced price) *	.30
K-5 Student Lunch (optional)	2.60
6-12 Student Lunch (optional)	3.00
K-12 Student Lunch (reduced price) *	.40
Ala Cart Milk or Juice (optional)	.30
After Game Dances (admission can vary)	2.00
Student Insurance (Forms will be available at beg. of school year)	Choice
<i>(All students participating in athletics will be required to have insurance before participation - See District Policy JHA)</i>	
School Pictures (Range \$13.00 to \$49.00)	Choice
Shop Project Fees (Price per Board Foot)	Choice



Art Fee (if enrolled in art)	10.00
Broken Lock Fee	25.00
Pencils or Pens	.25
Textbook Damage Fee (Replacement or cost for specific damage)	Choice

All students enrolling in Elkton High School must purchase a student body card to be a participating member of the student body. This includes the right to vote, hold an office, participation in sports and other student sponsored activities.

Materials which are part of the basic educational program are provided without charge. Students are expected to provide their own supply of pencils, paper, erasers and notebooks and may be required to pay fees and/or deposits, such as:

- Club dues;
- Participation fees;
- Security deposits;
- Materials in excess of minimum course requirements for a class project they will keep;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
- Student accident insurance and insurance on school-owned instruments;
- Uniform maintenance;
- Student Body/ID cards;
- Deposits or fees for damage to, or loss of, textbooks, library books, and other school-owned equipment;
- Lock or locker deposits/User fee;
- Towel fees;
- Field trips considered optional to the district's regular school program;
- Activity fees;
- Art and Shop fees.


Any required fee or deposit may be waived, or other arrangements made, if a student is unable to pay. Contact the school office, superintendent or principal if this is a concern.

FIELD TRIPS

Field Trips and Student Travel Field trips may be scheduled for educational, cultural, or other extracurricular purposes. While on a field trip, students are considered "in school." This means students are subject to the school's student conduct rules, applicable board policies and such other rules deemed appropriate by the field-trip supervisor. All off campus field trips and student travel except scheduled athletic events require completion of the parent permission form for the specific trip. Telephone confirmation will not satisfy this agreement.

Field trips or excursions that involve out-of-state travel and the senior trip must have prior board approval (refer to District Policy IIC/IICA.)

FLAG SALUTE

 Students will be provided an opportunity to salute the United States flag daily by reciting *The Pledge of Allegiance*. Assemblies will always open with *The Pledge of Allegiance*, for those who wish to participate. *The National Anthem* may be used at athletic events.

FOREIGN EXCHANGE STUDENTS (District Policy JECBA)

The district will accept foreign exchange students on J-1 visa status when they reside in the district and are sponsored by an exchange program officially recognized by the board. In accordance with federal law, students on F-1 visa status will be charged tuition costs. Students are subject to applicable state and local laws and regulations.

FUND RAISING

Student organizations, clubs, classes, athletic teams, performing groups, outside organizations, or parent groups may conduct fund-raising drives on behalf of a school or school program with prior approval of the superintendent/principal.

The state has strict rules governing the sale of raffle tickets. Any raffle-type, fund-raising activity must be covered by a state license. Contact the superintendent for guidance.

All funds raised or collected will be receipted, deposited, and accounted for under Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the program for which it was collected. The superintendent and business manager are responsible for administering student activity funds. The treasurer of each class or student group serves as the student representative in administration of student activity funds. No student or staff member is authorized to retain collected monies. All funds collected should be immediately submitted to the school secretary and be receipted. Failure to follow this procedure is grounds for discipline action. These funds are audited annually in conjunction with the district's audit. (See District Policy DIE.)

Participation of students in fundraisers for their school activities is encouraged by the district. Students learn to provide service, manage funds and work toward goals. The district respects the rights of students not to participate in fundraisers for their class, however, the consequences are that the student may not be permitted to participate in the benefits that result. For example; students who fail to participate in fundraising may be prevented from attending their senior class trip. It is the responsibility of the class treasurer to keep track of students who participate in class activities to develop such accounts.

GANGS

Gang Activity and Secret Societies Membership in gangs, unauthorized clubs and other secret societies is prohibited. The use of 'colors,' patches, clothing, hand signals, graffiti, or personal grooming which implies affiliation with such a group is also prohibited. If a student is involved in incidents of initiations, hazing, intimidation, humiliation, and related activities, he/she may be subject to disciplinary action up to and including expulsion. (See District Policy JFCE/JFCEA.)

GRADE CLASSIFICATION

Beginning with the ninth grade, students are classified according to the number of credits earned toward graduation. Freshman status - students who have been promoted from the eighth grade or those with less than 5 credits; Sophomore status - students who have earned at least 5 credits; Junior status - students who have earned at least 12 credits; and Senior status - students who have earned at least 19 credits.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's

disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION EXERCISES



The high school graduation ceremony commemorates the completion of twelve or thirteen years of formal education. High school graduation is an important event in a student's life. We try to make graduation exercises memorable and high-quality events. Students are encouraged to stay current in class work to graduate on time. Students who do not meet all the requirements to receive one of the listed certificates shall not participate in the program (See District Policy IKFB). Students who walk during the graduation ceremony have earned one of three certificates commensurate with their academic accomplishments.

A high school diploma signifies the student has completed all graduation requirements and is fully qualified for high school graduation.

A modified high school diploma denotes a student's completion of a special set of requirements outlined in an Individual Education Plan (IEP) in which a student meets the eligibility criteria as specified in OAR 581-022-1134(2).

An honorary high school diploma is given to foreign exchange students and, from time to time, to persons who have contributed in a particular and significant way to Elkton High School, to the district, or to the community of Elkton.

Diplomas and other certificates may be held pending payment of outstanding fees and assessments (see District Policy JN).



ELKTON HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from Elkton High School students must meet the following criteria. (A more detailed explanation of each can be found in the District Policy IKF).

1. Attendance in high school for eight full semesters, unless meeting early graduation requirements.
2. Enrollment in school throughout the regular school day.
3. Satisfactory completion of the following courses and credits. A "credit" equals successful completion of a two-semester course meeting one period a school day.

EHS Graduation Requirements 2025-2026

ELKTON HIGH SCHOOL DIPLOMA OPTIONS

> **Elkton** has several high school diploma options available to students who have completed the graduation requirements according to their education plan: **Regular, Modified, Extended diplomas, or Certificate of Attendance**).

> To obtain a **modified high school diploma**, students must complete a comprehensive set of requirements outlined in an Individual Education Plan (IEP) to meet the eligibility criteria specified in OAR 581-022-1134(2).

> Students on a **modified diploma** must earn **24 credits** between grade 9 and the end of their high school career

with at least 12 credits earned in core and other required courses. The remaining 12 credits may be earned in electives or additional core classes:

REQUIRED COURSE OFFERINGS	REGULAR DIPLOMA (25 Credits)	MODIFIED DIPLOMA (24 Credits)	EXTENDED DIPLOMA † (12 Credits)	CERTIFICATE of ATTENDANCE § (Formerly Alternative Certificate)
English	4 credits	3 credits	2 credits	
Mathematics	3 credits	2 credits	2 credits	
Science	3 credits	2 Credits	2 credits	
Social Sciences	4 credits (2 History, .5 Civics, .5 Geography, .5 Economics, .5 Personal Finances)	2 credits (any combination of History, Civics, Geography, Economics including Personal Finances)	3 (history, geography, economics or civics)	
Health	1 credit	1 credit	1 credit	
Physical Education	1 credit	1 credit	1 credit	
Vocational Agriculture/ Career and Technical Education	1 credit	1 credit in The Arts or World Languages (credits may be earned in any one or a combination)	1 credit in The Arts or World Languages (credits may be earned in any one or a combination)	
Business/Computer Applications	1 credit			
World Languages	2 credits			
Senior Project	1 credit	1 credit (modified)		
Electives	4 credits	11 credits *		
Community Service Hours	(75 hours for class of 2025)			
TOTAL	25 Credits	24 Credits	12 Credits ‡	

*Any combination of credits awarded to meet the needs of the individual student as specified in the education plan with the expectations and standards aligned to the appropriate grade level.

†For students with a documented history of (A) An inability to maintain grade level achievement due to significant learning and instructional barriers; (B) A medical condition that creates a barrier to achievement; or (C) A change in the student’s ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

‡No more than six (6) credits can be earned in a self-contained special education classroom.

§Awarded to students who do not meet the regular, modified, or extended diploma requirements but A) has maintained regular full-time attendance for at least four years beginning in grade nine and B) met other requirements established by the district.

The subject areas identified above shall be met in part by satisfactorily completing the following courses for the identified area:

- | | | |
|----|---------------|--|
| A. | Language Arts | <u>Courses Required</u>
English 9, 10, 11, and 12, with each course |
|----|---------------|--|

		including literature and composition.
B.	Mathematics	All students will take 3 mathematics courses
C.	Science	Physical Science (9), Biology (10) and 1 Elective Science
D.	Social Studies	US History I & II, US Government, World History I & II, Current Events, and Elective History class (1 credit)
E.	Economics/Personal Finance	Economics (.5 credit) / Personal Finance (.5 credit)
F.	Health	Health (10, 11 or 12)
G.	Physical Education	P.E. (9-12)
H.	Second Language	Foreign Language (9-12) (2 Credits)
J.	Senior Project/Careers	Includes research paper, hands-on project and oral presentation (12)
K.	Business or Computer Application	Comprehensive software suite or Business course of approved choice (9-12)

- Credits which apply toward graduation must be earned at a “standard” or “accredited” school (a school approved in that state to issue a high school diploma) and must be evaluated through examination of official transcripts.

Credits earned from a non-standard or non-accredited school will not count toward graduation for Elkton High School, except for those credits earned through an accredited correspondence school as allowed for other Elkton students. Up to five (5) credits of correspondence may apply toward graduation provided said credits are earned from an accredited institution and are evaluated using official transcripts.

- Some Vocational Agriculture classes may also qualify for college credits with Umpqua Community College, Clackamas Community College and Blue Mountain Community College. Contact the high school office for more information.

Students are encouraged to take accredited courses on-line with the approval of the superintendent or principal. Contact the office for more information.

- Opportunities for students to take college credit classes in their senior year while still attending high school are growing. Check with the superintendent or principal for more information.

- Checkout day – All students are expected to be in attendance on checkout day. If this is not possible, the student must arrange to return to school after school is out and meet with teachers to complete their end of year checkout.

HALL PASS

Anytime a student is out of the classroom, he/she must carry a hall pass or some means of identification signifying permission to be out of class.

HEALTH AND SAFETY

Physical Examinations

(See the "Extracurricular Activities" section of this guide.)

Safety Program

The district has an ongoing safety program including periodic inspections, hazardous materials policies, emergency procedures, and disaster plans. There is a functioning safety committee charged with the responsibility of creating and maintaining a hazard-free school environment. (District Policies EBA, EBAA, and EBB.)

Roller blades, skateboards, other wheeled devices, etc. are not to be used on school grounds.

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Mr. Boe, the district's liaison for homeless students.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process. Students who are struggling to balance homework/ reading responsibilities with sports/extracurricular activities should take advantage of our after school extended day program. This program features a tutor and a quiet study area. Extended day offerings take place in the library and are Monday - Thursday from 4:00 p.m. to 5:00 p.m. Students are always welcome to make arrangements to come in the morning with the principal/superintendent to have a quiet place to work on homework.



Even though it may be difficult, juggling an active social life with homework is possible. Planning, utilizing the after-school program, or coming in early are all possibilities that will help students to succeed academically. Students who need help with scheduling their homework load should see the superintendent/principal or a teacher.

IMMUNIZATION

Students must be fully immunized against certain diseases or must present a certificate or statement that,

for medical or religious reasons, they should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

If a student is not in compliance with Oregon statutes and rules related to immunization, he/she may be excluded from school until such time as he/she meets compliance. Parents will be notified of the reason for the exclusion, and a hearing will be held if requested. (District Policy JHCC.)

INFECTION CONTROL - HIV, HBV, AND AIDS

Although HIV, AIDS, and HBV are serious illnesses, the risk of contracting one of these diseases at school is extremely low and generally limited to situations where open skin, mouth, eye, or other mucous membranes are exposed to contaminated blood or other body fluids. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to regard human blood and body fluids as dangerous.

Infection/Disease Instruction An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Parents may request their child be excused from that portion of the instructional program required by Oregon law by contacting the superintendent/principal.

Individuals with questions regarding this issue should contact the superintendent/principal. (District Policies JHCC, JHCCA, JHCC-AR, JHCCB.)

INSURANCE

Student Health Insurance The school district subscribes to a voluntary student health insurance plan. Details of the current plan are provided in the registration packet. Although this program is voluntary, we encourage those who do not have their own health insurance coverage to seriously consider subscribing.

All students who plan to participate in interscholastic athletics will be required to have adequate health insurance coverage. (See the "Extracurricular Activities" section of this guide and District Policy JHA)

LIBRARY

The EHS library has materials for schoolwork. Recreational reading materials, cameras and tape recorders are available for student use. Students are responsible for the cost of any items lost or damaged. Students can also borrow books from the Douglas County Library through interlibrary loan. Those students are responsible for any overdue fees, or charges for lost or damaged materials.



LOCKERS

Hall lockers and dressing-room lockers may be assigned to students as a convenience, but they remain under the jurisdiction of the district. The district reserves the right to inspect all lockers. A search of a student's locker may be conducted at any time, whether or not the student is present (District Policy JFG).

When a student is not immediately present his/her locker is to be closed and locked.

Students have responsibility for the security of their locker and are responsible for making certain it is locked, and the combination is not available to others. The district is not responsible for items stolen from

students' lockers. Large amounts of money or items of high value should never be stored in a locker.

Students are responsible for the lock on their locker and will be required to pay a replacement fee of \$25.00 if the lock is broken.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM



Child Nutrition Programs The Elkton Charter School participates in the National School Lunch and School Breakfast Programs and offers free to students. We issue an annual press release explaining the existence of these programs and their eligibility criteria. The district encourages students and parents to support the cafeteria program. Cost of meals, if required, is set annually by the Board. (Refer to District Policies EF and EFAA.)

Open and Closed Campuses Elkton High School has an open campus during lunch period for those who are eligible and qualified. In order to qualify, students must be passing all classes, have good attendance, be on time to class and behave appropriately in school settings. Students may not leave school grounds at other times during the school day without permission. (Refer to District Policy JEFA.)

Elementary and middle school campuses (grade school) are closed from the time of arrival until classes are dismissed at the end of the school day. Permission to leave school grounds must be obtained from the superintendent/principal. (See District Policy JEFA.)

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students in instructional programs and school activities, including athletic events. They may not disrupt instruction and should give prior notice of their presence on campus by checking in at the office. Information obtained directly from students does not require parental approval prior to publication.

If a parent does not want their student interviewed or photographed, they should direct him/her accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and board policies governing directory information and personally identifiable information. (District Policies JO, JO-AR, JOA, and JOB.)

MEDICINE AT SCHOOL

Students who need to take prescription medication during the school day must store the medication in the office. A written request form signed by the student's legal guardian must always accompany the medication. For prescriptions, the request must include the physician's written instructions, name of medication, dosage, time interval, and method of administration. The medication must be in its original

container and the container label must clearly show the student's name, physician's name, and instructions. (District Policy JHCD and JHCD-AR.) According to new Oregon laws, the office can no longer administer any over the counter medicines, even with parent permission.

PARENTAL INVOLVEMENT IN SCHOOL



Education succeeds best when there is a strong partnership between home and school. Since partnerships thrive on communication and cooperation, we ask parents to:

1. Encourage your child(ren) to put a high priority on their education and to commit themselves to make the most of the educational opportunities provided.
2. Keep informed and involved with district activities and issues. District and school newsletters, our school website, back-to-school nights, seasonal programs, concerts, plays, activities, and parent/teacher conferences provide opportunities to learn more about the district and your child's progress.
3. Become a district volunteer. For further information, contact your school superintendent/principal.
4. Participate in district parent organizations, advisory committees, or school site councils.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- * Political affiliations or beliefs of the student or the student's parent.
- * Mental or psychological problems of the student or the student's parent.
- * Sex behavior or attitudes.
- * Illegal, anti-social, self-incriminating or demeaning behavior.
- * Critical appraisals of other individuals with whom respondents have close family relationships.
- * Legally recognized privileged or analogous relationships such as those of lawyers, physicians or ministers.
- * Religious practices, affiliations or beliefs of the student or the student's parents.
- * Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PERSONAL COMMUNICATION DEVICES



[The following excerpt is from the OSBA Model (Sample) Policy JFCEB **Personal Electronic Devices** */** This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be in place by October 31, 2025, with full implementation by January 1, 2026.]

Elkton high school students are prohibited from possession or use of personal electronic devices in the classroom throughout the school day EXCEPT during nutritional break and lunch. Use of personal electronic devices between passing periods is prohibited. This policy sunsets on December 31, 2025. Beginning on January 1, 2026, student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. [Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)¹.]

A personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Phones may not be out while in the lunch line from the milk refrigerator until students reach their seat to avoid holding up the line. Additionally, **talking** on the phone in the lunchroom is prohibited.

Possession of such personal communication devices at school-sponsored activities will be determined by the staff chaperone.

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device will be confiscated and will be released to the student’s parents.

No personal communication devices (phones, games, headphones, etc.) are allowed in the classrooms. These may be used outside the school buildings before and after school or during the lunch break. As with all electronic devices, if they are deemed to be a distraction or a threat to school safety they will be confiscated and returned to the parent / guardian. They are not allowed in classrooms at any time without the permission of the teacher or support staff.

PHYSICAL EXAMINATIONS

All students must have a physical examination performed by a physician prior to participation in practice, camps and competition in athletics and shall additionally have a physical examination once every year and after either a significant illness or a major surgery prior to further participation.

The physical examination must be on an OSAA physical form and is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district. Sports physicals are now “good” for 2 years from the date of the exam.

¹ If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s document *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

POSTERS

Any signs, banners, posters, or literature students wish to hand out or display on school property must first be approved by the superintendent/principal or teacher. Signs, banners, or posters displayed without authorization will be removed. Any student who passes out printed material without prior approval may be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the superintendent/principal by the parent in writing and include the reason for the request.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students in grades 9-12 who do not earn the required number of credits for their present grade will not move to the next grade until the credits are obtained.

End of 9th year = 5 credits, end of 10th year = 12 credits, end of 11th year = 19 credits.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades and absences shall be issued to parents at least eight times a year. Letter grades will be used. Grades will be based on many factors including assignments,



both oral and written; class participation; special assignments; research activities and other identified criteria. Parents will be notified of student benchmarks.

At the end of the first 4 ½ weeks of a reporting period, the district will report the student's progress to the student and parent.

If a student receives a nine-week report of less than average in any class or subject, the parent will be contacted by the teacher with the possibility of scheduling a parent/teacher conference.

RIGHTS AND RESPONSIBILITIES

The district is responsible to ensure students rights as guaranteed under state and federal constitutions and statutes. Students also have responsibilities connected with these rights. However, as minors, students do not have the same scope of rights and responsibilities as adults. Among students' rights and responsibilities (see District Policy JF/JFA) are the following:

Assembly - includes the right to assemble informally and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others.

Civil Rights - includes the rights of equal educational opportunity and freedom from discrimination, as well as the responsibility not to discriminate against others.

Due Process - includes the right to due process under the law with respect to punishment, suspension, expulsion, and decisions which you believe injure your rights and the responsibility to accept decisions reached by proper authority within the bounds of your due process rights.

Expected Behavior and Consequence - includes the right to know school expectations and consequences related to those expectations and the responsibility to accept the consequences for their violation.

Free Inquiry and Expression - includes the right of academic freedom of inquiry and expression and the responsibility to observe reasonable rules regarding these rights. (An example would be the publication of school newspapers and other works. School administrators have responsibility to protect your right of expression. But, as owner/publisher, they have the final right to determine the content of a publication.)

Privacy - includes privacy with respect to your student records and responsibility to respect the privacy of fellow students and district staff. (The right of privacy does not prohibit school officials from conducting reasonable searches and seizures, including school lockers or desks (District Policy JFG)).

School Attendance - includes the right to attend free public schools and the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

Weight Room – No one is permitted to be in the weight room alone. Students must be supervised by an adult at all times. Violations will result in suspension from the weight room.

SCHOOL PICNIC

The high school has a school wide picnic at Honeyman Park in Florence, Oregon toward the end of each school year.

All School Picnic Rules/Guidelines for Honeyman State Park

1. ABSOLUTELY NO SWIMMING ACROSS THE LAKE!
2. Dune Walkers will be dropped off first, at the entrance of the park.

3. All students check in to first period in the morning for attendance - then you will be released to load the buses. The buses will leave the school at 8:10 a.m. and Honeyman at 2:15 p.m. to return to the high school for the bus run. Freshmen and Sophomores will ride one bus and Juniors and Seniors on the other bus.
4. Squirt guns are allowed but squirt only those persons who want to get wet. No squirt guns in the food service area. No horseplay on the swimming platform. No skateboards.
5. Lunch will be at 12:00 p.m. All students must come to the pavilion for lunch, even if you are not having barbeque.
6. Students wishing to walk to the dunes must travel in groups of 3 or more **with an adult**. Students are required to stay at the dunes if they choose to go there. There is no going back and forth. Teachers will escort the group at designated times. Students must also stay away from the traffic of dune buggies.
7. Be sure to take a change of clothes just in case you need them.
8. Paddle boats, canoes, kayaks and sand boards may be available for rent – all on a first come first serve basis. If they are available, there is a new fee machine – which takes both cash and credit card. Boats must be returned to the dock. No ramming of boats. Life jackets must be worn while in the boats.
9. The Honeyman Park store is now closed. You may bring snacks and drinks (cans or plastic bottles only – no glass containers). **NO HOME BAKED GOODS!**
10. A reminder: students may be subject to search if there is a reasonable suspicion to do so.
11. If there is a discipline issue or issues, the entire group may be transported home early. Examples of poor behaviors would be Substance Abuse Violations (including drugs, alcohol or tobacco).
12. On the return, we will drop Reedsport students off in Reedsport and Scottsburg students off at Bob's Market. No students will be allowed to get off in Reedsport or Scottsburg if that isn't your normal bus stop. Written approval must be given to the office before the picnic. No phone calls will be allowed, and all arrangements must be made before 8:00 am on the day of the picnic.
13. All students are expected to attend.

SCHOOL SONG

Our Red and White So True
 We'll Conquer All for You.
 Send Our Rally Cheers on High
 Shake Down the Thunder from the Sky.
 Although The Odds Be Great Or Be Small,
 Elkton High Will Win Over All.
 For Our Loyal Sons Go Marching
 Onward To Victory
 Rah, Rah, Rah!!

SEARCHES

Searches District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule, or the Student Code of Conduct is present in a particular place.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time (District Policy JFG). Such searches may include the use of electronic equipment or dogs. Items which are in violation of district policy or items belonging to the district which are unlawfully in student possession may be seized. The student will be notified of items seized or forfeited.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student may be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning Should law enforcement officials find it necessary to question a student during the school day or during activities, the school superintendent/principal or a designee will be present when possible. An effort will be made to inform the student's parents of the situation (District Policy JFG) unless restrained by law or proper authorities. Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

SENIOR TRIPS

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. The district does not recognize senior skip days. Students who participate will receive a zero in all classes for the day and may be required to make up the class time.

Senior trips require approval by the superintendent and Board. Requests must be submitted to the board by the Regular Board Meeting in March, or two months prior to the trip.

Private groups and organizations may be permitted to use district facilities and equipment during non-

instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

SKATEBOARDS

No skateboarding, roller blades, scooters, or other wheeled devices allowed on school property.

SPECIAL PROGRAMS

Bilingual Students The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the superintendent/principal.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;

- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special education director.

Title I Services The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

STUDENT/PARENT/CITIZEN COMPLAINTS

District Personnel Complaints If a student/parent has a complaint concerning a classroom/teacher issue, he/she should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student/parent may file a written, signed complaint with the superintendent/principal. The superintendent/principal will hold a hearing and answer the complaint in writing within five days. If that outcome is not satisfactory, the student/parent may request a hearing before the school board. Normally, this hearing will be at the next regular board meeting. Failing satisfaction at the board level, the student/parent may refer to the Oregon Department of Education or to the courts.

If the complaint concerns a school-wide or district matter, the student/parent may begin the process at the most appropriate level. Details of this complaint procedure are contained in District Policy KL, KLB, and LGA.

Discrimination on the Basis of Sex Complaints A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent/principal.

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

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Curriculum and Instructional Materials Complaints Complaints by students or parents about instructional or curriculum matters or materials should be directed to the superintendent/principal. If the results of a

meeting with the superintendent/principal are not satisfactory, and the student/parent wishes to file a formal complaint, a "Request for Reconsideration of Instructional Materials" form should be filed with the superintendent/principal. This form can be obtained at the school or District office.

In response, a committee will be appointed to review the complaint and will make a recommendation back to the superintendent/principal within ten days. The superintendent/principal will issue a decision within five days of the receipt of the committee's report. If the superintendent/principal's decision is not satisfactory, the student/parent may continue the process by following the procedures outlined in District Policy KLB.

Programs and Services Complaints Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the "Talented and Gifted Standards Complaint" form available through the school office. All complaints will be reported to the Superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the Superintendent within ten school days of receiving the written complaint. The Superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district.

Disabled Students Complaints A complaint or concern regarding the identification, individual education plan, or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the school superintendent/principal. Detailed complaint procedures may be found in the Elkton Charter School policies, (Refer to District Policies IGBA through IGBAL.)

Placement/Enrollment of Homeless Students Complaints In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Harassment Complaints A complaint regarding harassment should be filed with the superintendent/principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status, or age (see District Policy JBA).

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring between anyone engaged in district business and a student or between students.

If a student believes he/she has been the victim of harassment, he/she should discuss it with a parent, school counselor, teacher, superintendent/principal, or other trusted adult. Because of the personal nature of such complaints, the contacted adult should treat this information with great care. The complaint should

be brought to the attention of the building principal or superintendent. The Superintendent will notify proper authorities. It is important to realize that, if the alleged harassment involves the possibility of child abuse, school employees are required, by law, to report to the State Office for Services to Children and Families or the police.

A formal complaint may be filed using the district complaint procedure outlined in District Policy KL or, in the case of alleged sexual harassment, District Policies JBA and JBA-AR. The contacted adult should help in the completion of this filing. Changes in processing procedures may be made if an administrator is named in the complaint. In such instances the superintendent or Board shall identify appropriate reviewers and procedures. School officials are required to investigate charges of harassment and render a written report of that investigation.

These procedures do not deny the right to pursue other remedies, which may include a report of suspected child abuse to the State Office for Services to Children and Families, 1937 W. Harvard Blvd. Roseburg, Oregon, 440-3373; filing a complaint with the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 2901 Third Avenue, Room 100, Seattle, Washington 98121-1042; filing a complaint with the Oregon Department of Education, 255 Capitol St., NE, Salem, Oregon 97310; or filing a complaint with the Teacher Standards and Practices Commission, 630 Center Street N.E., Suite 200, Salem, Oregon 97310.

Students with Sexual Harassment Complaints Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing

and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter and the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunities Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Each fall, the district publishes a notice that certain personally identifiable information about the student

is considered directory information and is not an invasion of privacy if released to the public. Directory information includes, but is not limited to: name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Unless the student or parent objects, this information may be released by the district, without further notice, for use in local school publications, other media, and for such other purposes as deemed appropriate by the superintendent/principal. Students who object to the release of any or all of this information should contact the school superintendent/principal. For more details on this subject, please refer to the District Policies JO, JO-AR, JOA, and JOB.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a computer student data base and in a minimum one-hour fire-safe place in the district office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number; other information (i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.)
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.
13. Ethnicity

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

Social Security Number Providing a social security number is voluntary and will be included as part of a student's permanent record only if provided by the student. The district will notify the student as to the purposes a social security number will be used.

Transfer of Education Records All requested student education records related to a particular student seeking enrollment in or services from a public or private school, state institution, private agency, or youth care center shall be transferred no later than ten days after the receipt of the request.

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

Students' report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine academic progress may not be withheld.

Requests for Education Records The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

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

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours under direct supervision in the school office.

Provision for Hearing to Challenge Content of Education Records Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

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

The superintendent/principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from you to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education records. Such steps are to be listed in writing.

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

Copies of the district's education records policies and administrative regulations may be obtained by contacting the superintendent.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of

disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

STUDENT ORGANIZATIONS

Students are welcome to organize into clubs along lines of common interest or common purpose. These organizations must abide by state and federal law and the policies, rules, and guidelines of the district and the sponsoring school. All funds collected or spent by a school club must be audited annually along with other school accounts. Every club or organization must have a faculty advisor and should have a set of bylaws. They must be registered with the school in order to use school facilities or the school name.

Under the Federal Equal Access Act, the district permits noncurricular-related, student-led groups access for meetings on school premises.

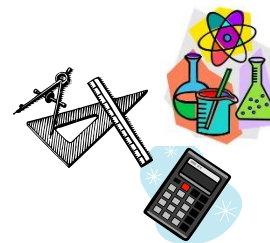
SUPERVISION OF STUDENTS

All students are to be under assigned adult supervision at all times with the exception of lunchtime at the high school if students maintain status of a self manager. This includes while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. No staff member will leave his/her assigned students unsupervised except when an arrangement has been made to take care of an emergency (District Policy JHFA.)

STUDENT SUPPLIES

High School

- Spiral Notebooks
- Three Ring Notebooks with Paper
- Flash Drives or Memory Sticks
- Pens and Pencils
- Highlighters (3 colors)
- Report Covers
- Calculators
- Colored Pencils
- Ruler



Mathematics/Science

- Scientific Calculator
- Compass
- Protractor
- Graph Paper

Grade School

Contact the grade school office for current supply lists.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the district TAG coordinator or superintendent to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

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

Programs and Services Complaints Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

TOBACCO (See District Policies JFCGA, IGAEB, JFCG and JFCG-AR)

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies to all persons during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Because the district has an obligation to protect and encourage good health and prudent health practices of students and employees, all buildings, stadiums, and vehicles owned or operated by the Elkton Charter School are tobacco-free facilities.

The possession, distribution, or use of tobacco in any form by a person under 18 years of age is a violation of law and subject to a civil fine of up to \$75.00 as provided by ORS 167.400. Any person who distributes or sells tobacco in any form or a tobacco-burning device to someone under 18 is subject to a fine of not less than \$100 and not more than \$600. as provided by ORS 163.575.

The following is Elkton Charter School's Tobacco Policy:

Use of Tobacco

It is the school's obligation to protect the health, welfare and safety of students. Further, students have the right to clean, safe facilities and a healthy environment in which learning may occur. In light of scientific evidence that use of tobacco is hazardous to the health, and to be consistent with the content of the school curriculum and Oregon law, the POSSESSION, DISTRIBUTION, or USE of tobacco in any form by students on school premises or while attending school-sponsored activities is prohibited.

As used in this policy, the term "possession" includes devices such as pipes or cigarette paper whose principal design and use is to deliver tobacco smoke into the human body.

Violation of this policy may result in disciplinary action up to and including expulsion and/or referral to civil authorities.

Under Oregon law, any person under age 18 possessing a tobacco product is subject to a civil fine. Further, any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a civil fine.

Students in Elkton schools are not allowed to bring on, or to have on campus, any item advertising tobacco, alcohol, or drugs. This includes, but is not limited to, T-shirts advertising cigarettes, beer, hard liquor, drugs, including cigarettes, alcohol, chew, drug paraphernalia or drug vocabulary.

TRANSPORTATION OF STUDENTS



A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

School transportation services are provided to K-12 students to and from school and for transporting students to and from curricular and extracurricular activities. Mr. Hughes, Superintendent, is in charge of the transportation program.

School bus schedules, routing, stops, walking distance, and all other matters pertaining to the operation of the transportation service is the direct responsibility of Mr. Hughes. The transportation service is required to comply with all state and federal laws. (District Policies EE/EEA/EEAB, EEAC, EEACA, EEACB, EEACC and EEACC-AR.)

For the safety and well being of all, conduct on school buses is expected to be of the same standard as in the classroom with additional rules particular to bus travel. The district, during the first weeks of school or registration, will send home a code of conduct that is to be read and signed by both the student and parent/guardian. The completed form is to be returned to the school to obtain continued bus service.

While riding a school bus students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by board policy JFCJ, Weapons in the Schools;
4. Not fight, wrestle, or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet, or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the bus driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;

11. Not do any disruptive activity which might cause the driver to stop the bus in order to reestablish order;
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;

19. Be at the bus stop five minutes before the scheduled pick up time;
20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

Students who fail to comply with this code of conduct (District Policy EEACC) will receive written citations and be disciplined up to and including the possible loss of riding privileges. Students who choose to break a rule:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

**** All citations will be signed by the parents, the bus driver and the superintendent/principal before the student will be allowed to ride the bus again.***

Suspensions and expulsions from the bus mean ALL buses in the district. Citations will be signed by a parent and returned to the driver before riding privileges are restored. Severe or repeated problems on the bus may result in school disciplinary action as well as transportation consequences.

Disciplinary sanctions and changes in transportation for students with an Individual Education Plan (IEP) will be conducted in accordance with applicable law and District Policy JGDA/JGEA.

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;

12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the superintendent on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

VEHICLES ON CAMPUS

Students are not to be in anyone's vehicle during the school day without permission. Pickup beds and tailgates are also off limits during the school day, including the lunch period. Students should not leave items in their vehicle that they may need during the school day, including books and lunches. In rare cases, if a student needs to enter their vehicle they must first obtain permission from the office. Students are to park in one of the two designated parking lots. There is no parking in the fire lane or on the roadways. Cars are to be parked in one row and not double parked.

Vehicles parked on district property are under the jurisdiction of the district and may be searched with reasonable suspicion of a policy, rule, or law violation (District Policy JHFD).



Bicycles ridden to school must be parked in the designated area on school grounds and should be locked. Bicycles are off limits during the school day. Students under the age of 16 must wear a helmet as required by law. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Driving to and parking on school grounds is a privilege, students must obey the 5 MPH speed limit on campus and must not return to their vehicles during the school day. Students who must go to their cars or need to leave campus in their vehicles must get prior approval from the office. Failure to comply with these guidelines may result in suspension of driving privileges.

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted all parents will verify that their student holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle

liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. (signature on enrollment card)

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. (Board Policy ECAC)

VISITORS

Parents and others are encouraged to visit schools (see District Policy KK). To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property.

Students who wish to bring a visitor(s) to school must get prior approval from the superintendent/principal. After superintendent approval, student must give written notification of approval to the bus driver if students will be riding the bus to or from school.

Persons found on school property without prior approval may be asked to leave. Noncompliance with such a request may result in law enforcement officers being called and the person(s) may be charged with criminal trespass.

WELLNESS POLICY

The Elkton School Board is committed to providing intellectually stimulating school environments that promote and protect children's health, social and emotional well-being, and ability to learn by supporting healthy eating, physical activity and other behaviors that contribute to student wellness. Good health fosters student attendance and education. Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. (Refer to Board Policies EFA and EFAA)

WITHDRAWAL

If it becomes necessary for a student to withdraw from school, he/she must notify the school. He/she will be given a withdrawal form, which must be completed before the withdrawal is official. School personnel will help, but an "official withdrawal" is the student's responsibility in order to protect his/her earned credits and to ensure entry into his/her next school in good standing. (See District Policy JECE.)

Associated Student Body of Elkton High School Constitution

Preamble

The Associated Student Body of Elkton High School shall develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the school; improve student-teacher relationships; improve school morale; assist in the management of the school; provide a forum for student expression; assist with the direction of school activities; charter student clubs and other organizations; and promote the general welfare of the school and community. *We will also help support and uphold the Elkton Charter School Mission Statement, which reads as follows:*

“The Elkton Charter School is committed to producing a superior, safe learning environment that prepares graduates for further education and entry into the workforce. Students from our district will be confident enough to live and work in a diverse society as whole people.

We believe effective human expression is essential. Our curriculum will incorporate training in communication skills, the humanities, and the fine arts.

This diverse learning environment shall include enthusiastic, energetic teachers, academic challenges, leadership opportunities, and a solid knowledge base which honors our past and looks to our future.

Students will have avenues to unlimited opportunities. We will serve our community by nurturing students who will then be contributing members of the global community, thus becoming “part of the solution.”

Article I: Membership

All regular students of Elkton High School shall be eligible for membership in the student body organization. A membership card shall be issued to each student who has paid the annual dues, the amount of which shall be established by the student council and approved by the school district board of directors. Membership privileges include the right to vote, to hold office, and to participate in student-sponsored activities as either a spectator or an active participant.

Article II: Officers

Section I: The officers shall be a president, vice president, secretary, and treasurer.

Section II: Student body officers shall be students in good standing, shall hold membership in the organization, shall have an accumulative grade point average of not less than 2.5, shall hold no more than one major office, and shall have been enrolled in school the entire academic year.

Section III: Major offices shall be defined as elected officers of the student body and presidents of the senior, junior, sophomore, and freshmen classes. All other offices shall be considered minor.

Section IV: Specific qualifications for the officers are that all officers shall be either juniors or seniors. The secretary shall have had a course in keyboarding in which credit was earned or shall be able to demonstrate competency in typing.

Section V: The duties of the officers are: the president shall preside at all student body meetings and

shall be official spokesperson for all the students. The vice-president shall serve as the committee chairperson, and shall preside at the council meetings and assume the duties of the president in the absence of that officer. In the event that the president and vice-president cannot preside, the secretary shall preside, followed in succession by the treasurer.

The secretary shall record and preserve the minutes of all meetings of the student body and the student council, and shall carry on all official student body correspondence.

The treasurer shall keep record of all receipts and expenditures of the organization, shall sign all orders for payment of bills, and shall make a weekly report to the student council.

One officer shall assume the role of delegate at each school board meeting. All officers shall be required to attend council-selected leadership conferences, unless approved prior to the event.

Section VI: In order to become a candidate for student body office, a student must file with the student body secretary a petition of candidacy bearing the signatures of not less than *ten percent* of the student body. This person shall *also* submit a written and verbal proposal *of his or her desire to campaign* to the student council, and shall, as a candidate, appear before an assembly of the *Elkton High School* students, *and at another time before the Elkton Grade School eighth grade class*, and make a formal speech indicating his or her sincerity in seeking the office.

Section VII: Editors of the school newspaper and the school yearbook shall be *nonvoting* officers of the student body. In addition to the meeting the qualifications for student body office, they must be members of the respective high school journalism and annual class and have the specific recommendation of the advisor of the paper and yearbook. They shall, when possible, have served as assistant editor prior to being appointed editor.

Section VIII: There shall be a *nonvoting* officer present at student council meetings and activities from each of the following organizations: *school yearbook, school newspaper, Future Business Leaders of America, International Club, Girls Athletic Association, FFA*, and any other club existing in Elkton High School and officially recognized by the student council.

Section IX: Any officer of the student body may be impeached for failure to fulfill the duties of the office, conduct unbecoming a student officer, unsatisfactory scholarship, or any other reason considered sufficient by the student council.

The officer shall first be given the option to resign. If this option is waived by the officer, impeachment proceeding shall be as follows: petition giving full reasons for the impeachment signed by one-third of the members of the student body shall be presented to the student council and the faculty, and after the officer is given the chance to speak in his or her own defense, the proposed impeachment shall be presented to the student body for vote. A simple majority of votes cast shall be sufficient for impeachment.

Section X: In case of vacancy in a student council office, the student council shall appoint another eligible member of the student body to fill the office.

Article III: Student Council

Section I: Membership of the student council shall consist of the president, vice president, secretary, and treasurer of the student body; the presidents of the senior, junior, sophomore, and freshmen classes; the editors of the school newspaper and school yearbook; and the presidents of officially recognized

student clubs and organizations. The high school principal or his appointed representative shall sit with the council with the consent of the advisor.

Section II: The student council shall meet once each week at a time and place to be specified prior to each meeting. Meetings may be canceled by mutual consent of the student body president and the advisor. Special meetings may be called as needed by the student body president or by a majority of the council with the consent of the advisor. Special meetings of the student council executive officers may be held with an advisor with the aforementioned approval.

Section III: The powers and duties of the student council shall be:

- i) to conduct the business of the student body.
- ii) to make recommendations to the principal, the school board, the faculty, or the students concerning the general operation and conduct of the school.
- iii) to conduct all student body elections and to perform necessary related duties.
- iv) to select delegates to conventions when appropriate.
- v) to approve the formation or dissolution of student clubs and organizations.
- vi) to increase and maintain school spirit and morale.
- vii) to perform any other duties as necessary or desirable with the approval of the school administration.

Article IV: Meetings

Section I: Meetings of the entire student body shall be held not less than three times each school year. The first meeting shall be held in the fall soon after the opening of the school for the purpose of introduction of the officers and members of the council. The second meeting shall be held in the spring for the purpose of election of officers. The third meeting shall be held prior to the close of the school year for the purpose of giving honors and awards.

Section II: Student body meetings may be called at any regularly scheduled assembly or at any other time by action of the student council with the consent of the school administration.

Article V: Amendments

Section I: Amendments may be proposed by a petition signed by not less than fifteen members of the associated students or by majority vote of the student council.

Section II: Any portion of this constitution may be amended by two-thirds majority affirmative vote of those student body members present and voting at any regular or special meeting of the student body.

Section III: Proposed amendments shall be posted at least one week prior to the assigned date for voting thereon.

By-laws

Section I: Elections

- i) Candidates for student body office shall have petitions on file with the secretary not less than one week prior to election.
- ii) A student body member may sign no more than one signature per petition per office.
- iii) Conduct of the election shall be the responsibility of the student council. Time, place, ballot, and election and counting boards shall be set and named at a regular council meeting prior to the election.

- iv) Elections shall be held in the spring at a date which will permit installation of new officers prior to the close of school.
- v) A simple majority of votes cast shall be required for election to student body office. In case no candidate receives a majority, a run-off election shall be held under the direction of the student council.
- vi) The newly elected student body officers shall be installed at a student body assembly prior to the close of the school year and shall complete the balance of the school year.
- vii) Each student body officer shall, as a part of his installation, affirm as follows:
 “I do solemnly swear or affirm that I will uphold the constitution of the associated students of Elkton High School and perform, to the best of my ability, the duties of my office. I will cooperate with the associated students and school administration, to the end that the best results in all school activities may be attained.”

Section II: Awards to Seniors

- i) The valedictorian shall be selected by the faculty on the basis of highest scholastic standing and acceptable citizenship. The valedictorian shall have been enrolled in Elkton High School at least one full semester.
- ii) The salutatorian shall be selected on the same basis as the valedictorian, except that he or she shall have the second highest grade point average
- iii) “All-Around Boy” and “All-Around Girl” shall be selected by the faculty, considering all school-related participation in academic, social, and other extra-curricular activities. Initiative, leadership, cooperation, school spirit, and achievement are to be used as criteria.
- iv) The Activities Award shall be given on the basis of actual extent and quality of participation in extra-curricular activities of Elkton High School. A faculty vote shall be part of the selection process.

Section III: School colors, motto, and emblems

- i) Elkton High School colors shall be scarlet, white, and black.
- ii) The Elkton High School motto shall be: Take pride in how far you have come; have faith in how far you can go.
- iii) The official emblem of Elkton High School shall be the elk.

Section IV: Parliamentary Procedure

- i) Robert’s Rules of Order shall govern the parliamentary procedures for student body and student council meetings.

Section V: Amendments

- i) These by-laws may be amended by majority vote of those present and voting at any regular or special meeting of the student body.
- ii) Amendments, necessary as emergencies arise, may be proposed by the student council at any regular or special meeting.

Elkton High School Student Body/Class Officers 2025-2026

Student Body (ASB) Officers

President	Darwin Hudson
Vice President	Case Boe

Secretary Jessica Hawkinson
Treasurer Loren Smith

Organization Officers 2024-2025

Seniors

President: Dahlia Holt
Vice President: Darwin Hudson
Secretary: Jessica Hawkinson
Treasurer: Ethan Saladen

Juniors

President: Natalie Zinda
Vice President: Ariel Parsons
Secretary:
Treasurer: Riyo Torres

Sophomores

President: Gavin Skinner
Vice President: Jennifer Kruse
Secretary: Carson Peters
Treasurer: Bryce Schmidt

Freshmen

President: Talon Harvey
Vice President: Jasreet Brar
Secretary: Jaylin Ochoa
Treasurer: Jerry Holloway

FFA:

President: Ariel Parsons
Vice President: Skylar Firestone
Secretary: Ellie Baker
Treasurer: Jennifer
Reporter:
Sentinel:

**Elkton School District # 34
Athletic Rules and Regulations
2025-26**

Elkton Charter School District Administration and the athletic staff feel that these regulations and guidelines are necessary to best accomplish our goals. Please read the regulations, then complete the information sheet on the last page. After signing, please return the signature page to the appropriate school. Keep the athletic rules and regulations for your information and for reference during the year.

1. All athletes must have on file a current physical prior to the 1st day of conditioning, practice or for an Elkton School District sponsored camp.
2. We recognize the extremely negative consequences of substance abuse, and therefore cannot permit use or possession of alcohol, illegal drugs, or any form of tobacco. Substantiated usage or possession anytime during the current calendar school year will result in suspension from participation in athletic activities, including practices, for 60 calendar days from the discovery of the infraction. The student athlete may be subject to action by the school, including suspension or expulsion from school.
3. We take injuries seriously. Any player who shows signs, symptoms or behaviors associated with a concussion will be removed from the game or practice and shall not return to play or practice until cleared by an appropriate health-care professional. Any injury that requires attention by a health-care professional will also require the athlete to be cleared to return to play and practice.

4. We expect our student athletes to model good citizenship on and off the court. Swearing will not be tolerated. Student athletes will be warned once and then may be assigned extra practice time or suspended from practice and/or participation in games. Continual repetition will result in suspension from the sport.
5. Student athletes are expected to conduct themselves appropriately. Boys and girls may be separated on bus trips as per coach or bus driver's request. Consequences may include suspension from trips or games among other options.
6. Student athletes represent our school and our community. Our teams are held to a high standard, we expect no less than the best behavior, attitude and manners. Good grooming is important. Student athletes may be asked to "dress" for games. The team will establish a dress code and student athletes are expected to adhere to that code as a member of the team. All jewelry must be removed for practices and games. Playing time may be restricted at the coach's discretion if expectations are not met.
7. On game days, student athletes are expected to be at school for the full day. The superintendent, principal or vice-principal may authorize a prearranged absence if necessary. These absences will be closely monitored. Student athletes are also expected to be at school on time the day following games.
8. Athletes are expected to be at practice. Unexcused absences will result in loss of playing time and may, if on the third unexcused practice, result in removal from the team. The amount of playing time lost will be dependent on the sport. Excused absences will not result in lost time, unless, in the coach's discretion they are excessive or affects the players performance.
9. Student athletes should travel to and from events as a team. Students must have written prior approval from the Superintendent, Principal, or Vice-Principal to travel by other means than the school bus unless being released to their parent or guardian following the contest.
10. Athletes are students first. They must be passing all classes and maintain a 2.0 GPA the previous nine weeks to participate in co-curricular activities for Elkton School District. High school students who receive a failing grade in a class or do not maintain a 2.0 GPA will not be allowed to participate in games or other competitions/activities (FFA, FBLA, Knowledge Bowl, etc.) nor will they be allowed to act in a capacity of scorekeeper, chain person, manager, etc. until grades are posted in the office for the next 9 week grading period in which he/she passes all classes and maintains a 2.0 GPA. **Ineligibility** will begin the Monday following grades being reported. **Eligibility** will begin the day grades are posted to the office. A failing high school student may attend practice on approval by the administration. ** At the discretion of the principal/administrator, students may be placed on academic probation if they fall below the minimum standard set above. During academic probation students are not allowed to compete, travel, or be involved in team activities except for practices. During the 5 weeks of probation the principal / administrator will monitor student achievement. If a student brings their grades to a minimum standard (Passing all classes with a 2.0 GPA) they may be allowed to compete. Grades will be checked every two weeks on Friday afternoon.
 - a. Approved summer school courses completed prior to the beginning of the school year may be considered for eligibility standards.

- b. If a high school student receives a failing grade at the end of the quarter they may be assigned Extended Academic Day. Extended Academic Day is from 4:00 – 5:00 p.m., Monday – Thursday. Tutoring is available. The student/parents are responsible for transportation.
 - c. Students, parents and the office are notified before a student receives a failing grade with sufficient time to bring the grade to passing. Students may attend Extended Academic Day at any time.
 - d. In addition, OSAA eligibility requirements state that if a student is not passing 5 subjects at a Semester grading period, he/she will be ineligible until passing a minimum of 5 classes and meeting Elkton High School eligibility requirements until the next Semester grades are posted in the office. OSAA also requires that students must be making satisfactory progress towards the school’s graduation requirements by earning a minimum quantity of credits prior to the start of the school year.
 - e. Middle school students: Middle school students’ progress is monitored weekly. Academic eligibility is strictly enforced. To be considered eligible, the student athlete must have no failing grades (F). The athletes’ academics will be monitored through weekly teacher reports. Any athlete who is receiving an “F” grade in any class will be put on a week-by-week probation period. During that week he/she must bring up his/her “F” grade to meet the requirements outlined. If that happens the student athlete can remain on the team. If the academic eligibility requirements are still not met the athlete will not be allowed to play or practice until the requirements are met.
 - f. Exceptional students’ academic eligibility will be considered by the teaching, coaching and administrative staff, and will be a part of a plan devised to ensure students’ educational progress.
11. Should a parent, student athlete, or both wish to appeal a decision rendered by a coach or an administrator, the appellant shall follow the appropriate channel of appeals. The process shall begin with the coach, then may follow with an appeal to the athletic director, superintendent, and School Board, in that order. At any time during the appeals process, the administrator adjudicating the appeal may bring the coach into the process to help clarify the matter.

These guidelines serve as a basic guide for our athletes. They are not intended to be all encompassing. There will be instances in sports seasons where the coaches will have to use their discretion in dealing with a problem. If we all take the time to familiarize ourselves with these guidelines and then make the athletes responsible for adhering to the regulations, we should be much closer to achieving the goals we feel are desirable for our students. Please indicate your understanding of the rules by completing, signing, and returning the last page before the **first practice or conditioning**.

Thank you.

Name

Relationship

Phone Number

Name

Relationship

Phone Number