

2019 ~ 2020

## **Brookings Harbor High School**

Greetings Brookings Harbor High School,

We are excited to welcome you back to school and look forward to all of the things that we will accomplish together.

As you start your 2019-2020 school year, please take a few minutes to think about your goals and how they will help you move forward. Talk to your teachers, counselors, family, and friends about your goals and seek out those who will support you and hold you accountable, especially when the going gets tough. A strong team can make all the difference.

Choose goals that allow you to strive for excellence and act with integrity as you overcome obstacles to meet them. Find respect for those whose ideas and experiences differ from yours because diversity makes us all better. And above all, persevere in the wake of failure; it is the Bruin way to work through adversity and to succeed.

I wish you a year filled with learning, reflection, and accomplishment!

Yours in service,

Mrs. Varitek, Principal

# Bruin School Year Goal

Name: \_\_\_\_\_

Goal Start Date: \_\_\_\_\_

My Goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps to reaching my goals:	Things that will help me reach my goal:
1)	1)
2)	
3)	2)
4)	

I will know when I've reached my goal when \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check-in date(s): \_\_\_\_\_

Completion date: \_\_\_\_\_

This agenda book is your personal guide to BHHS, as well as a helpful organizational tool for you. Use it to plan your high school experience, to keep track of appointments, and as a daily hall pass. Our teachers expect you to have it with you every day. If you lose your handbook, an additional copy may be purchased in the front office for \$5.00.

## BHHS Mission Statement

Working in partnership with our students, parents and the community, the mission of Brookings Harbor High School is to prepare our students for higher education and for the workforce; and to instill in them the values of perseverance, respect, integrity, diversity, and excellence.

## Bell Schedule

Monday ALL 7	Tuesday BLUE DAY	Wednesday GOLD WED	Thursday BLUE DAY	Friday GOLD DAY
<b>0</b> 7:10 - 8:00 (50 mins)	<b>0</b> 7:10 - 8:00 (50 mins)	<b>0</b> 7:10 - 8:00 (50 mins)	<b>0</b> 7:10 - 8:00 (50 mins)	<b>0</b> 7:10 - 8:00 (50 mins)
Office Hours 8:00-8:20	Office Hours 8:00-8:20	Office Hours 8:00-8:20	Office Hours 8:00-8:20	Office Hours 8:00-8:20
<b>1</b> 8:25-9:17 (52 mins)	<b>1</b> 8:25-9:58 (93 mins)	<b>C</b> Check-in 8:25-8:44 (19 mins)	<b>1</b> 8:25-9:58 (93 mins)	<b>2</b> 8:25-9:58 (93 mins)
PASSING 9:17-9:22				
<b>2</b> 9:22-10:14 (52 mins)		PASSING 8:44-8:49		
	PASSING 9:58-10:03	<b>2</b> 8:49-10:24 (93 mins)	PASSING 9:58-10:03	PASSING 9:58-10:03
PASSING 10:14-10:19	<b>3</b> 10:03-11:39 (96 mins)		<b>3</b> 10:03-11:39 (96 mins)	<b>4</b> 10:03-11:39 (96 mins)
<b>3</b> 10:19-11:12 (53 mins)		PASSING 10:24-10:29		
<b>LUNCH</b> 11:12-11:47 (35 mins)	<b>LUNCH</b> 11:39-12:19 (40 mins)	<b>4</b> 10:29-12:02 (95 mins)	<b>LUNCH</b> 11:39-12:19 (40 mins)	<b>LUNCH</b> 11:39-12:19 (40 mins)
<b>4</b> 11:47-12:39 (52 mins)			<b>5</b> 12:19-1:52 (93 mins)	<b>6</b> 12:19-1:52 (93 mins)
PASSING 12:39-12:44	<b>5</b> 12:19-1:52 (93 mins)	<b>LUNCH</b> 12:02-12:42 (40 mins)		
<b>5</b> 12:44-1:36 (52 mins)		<b>6</b> 12:42-2:15 (93 mins)		
PASSING 1:36-1:41	PASSING 1:52-1:57		PASSING 1:52-1:57	PASSING 1:52-1:57
<b>6</b> 1:41-2:33 (52 mins)	<b>7</b> 1:57-3:30 (93 mins)		<b>7</b> 1:57-3:30 (93 mins)	<b>Cohort</b> 1:57-3:30 (93 mins)
PASSING 2:33-2:38				
<b>7</b> 2:38-3:30 (52 mins)				

## Show Bruin PRIDE by being PROFESSIONAL

Students and staff at BHHS are expected at all times to exemplify a high degree of professionalism, solving problems and conducting business in a calm, reasonable, and responsible manner. An attitude of professionalism is one in which each student strives to do his or her best, presents him or herself in the best way, and takes responsibility for his or her behavior, mistakes, and successes. Professionalism encompasses the areas of

- personal dress
- all interactions with peers
- an attitude of teamwork
- reaction to criticism
- commitment to achievement
- facing consequences and taking ownership of mistakes
- all interactions with adults
- desire to learn and improve

Generally, staff should be addressed as “Mr., Ms., or Mrs.” at all times by students.

## Bruin PRIDE School Wide Expectations

**Perseverance** Challenge yourself to do your best; keep on trying; think “I can do it!”; help each other; finish what you start, even when it’s tough; set goals and achieve them; work with your teachers to succeed.

Use passing time and break to take care of personal business; be respectful to everyone on campus, even when you’re having a tough day

Cheer for your teams whether they are winning or losing.

**Respect** Treat teachers, classmates, staff, guests, and property with respect; Use appropriate language; follow classroom rules; make room for others; eat only outside of classrooms.

Make room for others in the hallway; make respectful comments to others, using appropriate language

Cheer for your classmates and teams.

**Integrity** Strive to learn; participate positively in class; care about giving the chance to learn to others; always do your own work and resist the temptation to cheat; be trustworthy and truthful.

Clean up after yourself; care about others’ rights to feel safe and secure; honor your

commitments and arrive to class on time.

Participate positively; make an effort to attend school events and support your school; cheer and show positive enthusiasm for your class and your school.

**Diversity** Be open to considering ideas that are different from your own; be accepting of all of your classmates; strive to learn from those whose lives or perspectives are different from yours.

Create a welcoming atmosphere.

Welcome presenters; welcome others to sit with your group.

**Excellence** Arrive to class on time every day; have all classroom materials ready when class begins; be ready and willing to learn; plan ahead to complete your assignments; participate in classroom activities and discussions.

Show pride by wearing school colors and support your school positively; expect everyone involved, including yourself, to act appropriately; encourage those who are presenting and participate when you are asked to.

Wear school colors and support your school; act appropriately; participate

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\*Off-campus and conduct outside of school 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. If necessary, Law Enforcement will be notified.

## **Nondiscrimination: School Board Policy AC**

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age, or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

Report all instances of discrimination or harassment to a trusted teacher or counselor or directly to building administration.

Building Principal: DeAnne Varitek

Building Vice Principal: Vickie Nigh

District Title IX Coordinator: Emilie Aliamus

Special Education Director and Homeless Liaison: Angela Crum

## **Professional Dress Code**

Being professional also means following a professional dress code. Attire in the building during school hours should meet the following guidelines:

- Clothing must cover torso / chest and midriff
- Undergarments must not be showing
- Clothing must be free from images depicting alcohol, marijuana, other drugs, sexual images, gang symbols, or profanity
- Pants / shorts / skirts must not be excessively short, exposing students' underwear or buttocks
- Shirts must not expose student above belly button level
- Tank top sleeves must not expose a student's chest and torso

Students not meeting this expectation will need to change clothing. The student will be:

- Required to make appropriate adjustments or wear a tshirt or pants provided by the school,  
OR
- Required to call parent / guardian to bring appropriate garments

## Behavioral Management Flow Chart

Classroom/School Behavioral Event	Actions Taken by Teacher	Actions Taken by Admin
<ul style="list-style-type: none"> <li>• Minor insubordination</li> <li>• Minor profanity (accidental or overheard)</li> <li>• Minor disrespect</li> <li>• Classroom Disruption</li> <li>• First offense of plagiarism/cheating</li> <li>• Phone use in class at inappropriate time</li> <li>• Minor Harassment/bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Redirect student/ warning</li> <li>• Use Bruin PRIDE language to re-teach expectations</li> <li>• Stand in proximity while teaching</li> <li>• Speak with student privately</li> <li>• Change seat</li> <li>• Contact parents via phone</li> <li>• Assign logical classroom consequences</li> <li>• loss of privilege</li> <li>• Reteach expected behavior</li> </ul> <p><b>If problem behavior persists, after classroom interventions have been implemented, refer to administration.</b></p>	<ul style="list-style-type: none"> <li>• Administration will process referral within 36 hours.</li> <li>• Assistant Principal will meet with student and assign consequences</li> <li>• Admin will contact parents.</li> <li>• Admin will notify faculty member that consequence was administered.</li> </ul>
<ul style="list-style-type: none"> <li>• Threats of violence*</li> <li>• Hate Speech*</li> <li>• Major harassment/ bullying/ cyberbullying*</li> <li>• Repeated disruption</li> <li>• Physical Aggression/ Fighting*</li> <li>• Sexual Harassment*</li> <li>• Major Insubordination*</li> <li>• Major Profanity (Public, malicious, intentional, or disruptive)</li> <li>• Major Disrespect*</li> <li>• Second Offence of plagiarism/cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Events marked with an asterisk require immediate notification of an administrator</li> <li>• For other events refer to an administrator in a timely manner with a description of previous interventions and frequency of behavior.</li> </ul>	<p><b>Consequences will be progressive and may include:</b></p> <ul style="list-style-type: none"> <li>• An administrative warning</li> <li>• A Time Out</li> <li>• Lunch Detention</li> <li>• Extended Day</li> <li>• In School Suspension</li> <li>• Restitution</li> <li>• Restorative Counseling/Circle</li> <li>• Behavioral Contract</li> <li>• Plan of crisis management</li> <li>• Check-in check-out</li> <li>• Loss of privileges</li> <li>• Schedule change</li> <li>• Removal from club/team</li> <li>• Out of School Suspension</li> <li>• Alternative placement</li> <li>• Out of school suspension</li> <li>• Expulsion</li> <li>• Referral to SRO</li> </ul>
<ul style="list-style-type: none"> <li>• Possession and distribution of alcohol/drugs on school campus</li> <li>• Premeditated physical aggression or possession of weapons</li> </ul>	<p><b>Immediately notify administration. Do not attempt to confiscate contraband.</b></p>	<ul style="list-style-type: none"> <li>• Contain situation</li> <li>• Confiscate contraband when appropriate</li> <li>• Immediate suspension with consideration of expulsion</li> <li>• Notification to law enforcement</li> </ul>

## Student Removal from Class

Students who are unwilling to be redirected and who disrupt the class and prevent others from learning, or who prevent the instructor from teaching, will be removed from class.

## Bullying, Harassment

BHHS endeavors to maintain an educational environment where every student is free from harassment or bullying, both physical and verbal. The staff at Brookings-Harbor High School will address and make every effort to resolve any incidents of harassment or bullying brought to our attention. Any student who believes he or she is a victim of harassment or bullying should report the allegations to a staff member, guidance counselor, or administrator as soon as possible.

Brookings-Harbor High School does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, handicap or disability in its educational programs, activities or employment policies.

## 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 non-disabled student, the student's parents will be notified within 24 hours or sooner 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 team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not be suspended 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 and expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the behavior that is substantially likely to result in injury to the student or to others.

## Academics

Students are expected to bring supplies to class daily. Students who are unable to obtain supplies should inform their counselor so that assistance may be provided. General supplies used across classes is listed below although specific class needs may vary:

- 2 ½ or 3” three-ring binder
- 6 class divider spiral notebook with pockets
- Zipper pouch for pencils, pens, supplies
- Ballpoint pens (black or blue)
- Pencils
- College-ruled lined notebook paper
- Highlighters
- Post-it notes

## Academic Experience

In order to graduate with a standard diploma from BHHS you will need to earn 24 credits. See the Guidance Department for more information about the yearly requirements below:

Freshmen	Sophomores	Juniors	Seniors
English	English	English	English
Math	Math	Math	Math*
PE/Health	Elective	Health	Senior Project
Biology	World Studies	U.S. History	Econ/Gov
Fine Arts Elective	Physical Science	Science*	Science*
Elective	Fine Arts	Fine Arts*	Fine Arts*
Elective	World Language* or Elective	World Language* or Elective	World Language* or Elective

\*This course is strongly suggested, but not required.

## Standards Based Grading

Standards-based grading will measure a student’s academic progress towards the state standards. The academic grade will provide information regarding scores that demonstrate the level of learning toward academic standards.

- A – (100-90%)
- B – (89-80%)
- C – (79-70%)
- D – (69 -60%)
- F – (59 -50%)
- 0 – No work submitted to review for mastery.

## College Admissions

In the Oregon University System (OUS) students must earn a grade of C or better in order for a course to meet admissions requirements. The following college preparatory subjects must be completed with a C or better in order to meet this requirement:

- English (4 years)
- Math (3 years including first year Algebra and two additional years culminating at the Algebra 2 level or higher)
- Social Studies (3 years)
- Science (3 years)
- World Language (2 years)
- Two college prep electives

## Homework is Mandatory

Homework is a vital part of the instructional process, and allows students time for independent practice or review of recently learned skills. As a result, students must complete all assigned homework.

Extended day or morning office hours may be assigned if students fail to complete a graded assignment.

## POWERSCHOOL

This tool will allow you and your parent/ guardian to monitor everything from your missing assignments to your graduation progress. Access to your records can be found using your login ID and password at <http://powerschool.brookings.k12.or.us/public>. You and your parents may obtain your login information from the office.

My PowerSchool Login ID is: \_\_\_\_\_

My PowerSchool Password is: \_\_\_\_\_

## TESTING

Smarter Balanced: We are required by the state of Oregon to administer certain standardized tests. All juniors will take the Smarter Balanced tests in ELA and Math during the month of May. Students will need to pass Smarter Balance tests in reading and writing and math as a graduation requirement.. Students will also be able to demonstrate competency in these subject areas by submitting locally scored work samples. For more information, check with the guidance office.

PSAT: Sophomores are required to take the PSAT in the fall of their 10 th grade year. Juniors may take it at that time, too, but will be charged a nominal fee. For juniors, taking the PSAT qualifies them for consideration for the National Merit Scholarship program.

SAT/ACT: Contact the guidance office if the college or university you would like to attend requires you to take either or both of these tests. The SAT / ACT test scores can meet Oregon graduation requirements for essential skills.

ASVAB: (Armed Services Vocational Aptitude Battery) Juniors and seniors may take this test if a career in the military is something they are considering. This test is administered in the fall.

## **ACADEMICS**

Conferences: Regular conferences are scheduled annually in the fall to review student progress at the midpoint of the semester. Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavioral expectations; or (3) in any other case the teacher considers necessary.

Community Bridges: BHSD's alternative education program. Students are assigned to our alternative program by administration.

Credit Recovery: Students who find themselves deficient in credits needed for graduation will be given the opportunity to make up these credits. See the guidance office for more details.

English as a Second Language: Brookings Harbor School District provides special programs for bilingual students. A student or parent with questions about this program and how it might help should contact the ESL administrator.

Section 504: Section 504 of the Rehabilitation Act of 1973 insures that the educational system provides a full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. BHHS will design an accommodation plan for each identified student according to his or her individual need.

Talented and Gifted: According to School Board Policy IGBB, students who have been identified as talented and gifted will have the opportunity to participate in activities designed to meet their academic needs. Parents who feel that their student(s) may be in this category should contact the BHHS principal.

Extended School Day Program: BHHS provides an extended school day on Tuesdays and Thursdays, during which students are assigned to go to the library or teachers' classrooms to make up missing school work, retake tests and quizzes, and get help on difficult assignments. Tutors are available and bus transportation is provided for any student who needs a ride home. Teachers may assign students to attend the Extended School Day if they are missing work or behind in their classes.

Required Student Body Fee: The Bruin Pride ASB card is \$25.00. This card is your official school identification and also allows you free admission to all school athletic events. OSAA events such as playoff games will require an entrance fee.

Assemblies: Throughout the school year BHHS holds various assemblies. Students are expected to demonstrate Bruin PRIDE at these assemblies so that they are enjoyable for everyone.

Cafeteria: BHHS cafeteria features a different daily hot and cold lunch selection as well as a fully stocked salad bar. Student meal prices are \$1.50 (breakfast), \$2.85 (lunch); Adult meals are \$2.50 (breakfast), \$3.75 (lunch). There is no charge for students eligible for free or reduced lunch. Breakfast begins at 7:30am.

Food in Classrooms Policy: Students are expected to eat in the cafeteria. Drinks may be brought to class if they do not distract the learning environment and if the classroom is kept clean. Teachers may revoke this privilege. Food or drink is NOT to be consumed in labs.

## **BHHS Athletic/Activities Grade Review for Eligibility**

The Athletic/Activities Director will review grades every three weeks. If a student has one or more failing grades at the time of the grade review the student will be placed on academic probation. Students on probation turn in a weekly grade check sheet the Athletic/Activities Department will provide for the next three weeks. The first week the student/athlete is on probation he/she can continue to play in games. The student has that first week to communicate with their teacher and get their grade to passing. At the end of the first week of probation the Athletic/Activities Director will rule on the student's eligibility. Students who are on academic

probation can maintain their eligibility by "coming prepared for class", "having all their assignments turned in", and "working to potential" in all their failing classes. If these requirements are not met then the student will not be allowed to participate in events that next week. This process then continues for the next two weeks. At the end of the three week grading period if a student who is on probation is passing all their classes then they are removed from probation. The Academic Review process starts over and another grade check will occur for all students at the end of each three week grading period. There will be grade checks on weeks 3, 6, 9, 12, 15, and 18 (end of semester). Students who fail to turn in weekly grade checks will not be allowed to participate the following week.

Note: Special circumstances will be considered in rare instances and reviewed by high school administration.

Participation Fees: Athletic participation fee is \$85 per sport. All student/athletes are expected to follow the Student Athletes Code of Conduct. Copies can be obtained in the Athletic Office.

Suspensions from Activities: BrookingsHarbor High School reserves the right to suspend students from activities for inappropriate or illegal behavior, including but not limited to alcohol, tobacco, or drug use. Please see the athletics handbook or School Board Policy on the district website for a detailed description of procedures and consequences.

Student Drug Testing Extracurricular Activity Participants: Board Policy JFCIA: As part of the district's substance abuse prevention efforts, mandatory drug testing may be required of all students who participate in extracurricular activities, grades 9-12. The purpose of this testing is to:

1. Provide for student participants' health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs, at parent expense, for student participants with substance abuse problems.

## **Student Searches: Board Policy JFG**

District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school sponsored activities. All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district officials shall have an individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
2. The search shall be "reasonable in scope."

**Automobiles**

Students who drive a motor vehicle to school, may be granted the privilege of parking in the BHHS parking lot, with the following expectations

1. Possess a legal driver’s license and hold valid automobile insurance
2. Follow all restrictions set forth by the State of Oregon with respect to their drivers’ license
3. Park only in student parking spaces. Students who park in staff parking will lose parking privileges on campus.
4. Maintain regular school attendance
5. Transport only juniors and seniors off campus for open campus lunch. Drivers found to be transporting freshmen or sophomores will lose parking privileges at BHHS, and will be required to park off-campus.
6. Obey all school rules and state laws regarding the use of their vehicles or be cited and / or towed at the owner’s expense.
7. The school district is not responsible for any damage to automobiles parked on school grounds, nor the contents in the automobiles while parked on school grounds. 6. Automobiles are subject to searches while on school property.
8. Automobiles are subject to being searched if there is a reasonable suspicion that a major violation has occurred.

**STUDENT ACTIVITIES**

Participation in extracurricular activities can make your high school experience a well rounded one. BHHS offers the following opportunities:

Student Athletics

FALL	WINTER	SPRING
Football (Coach Bavarro)	Boys’ Basketball (To Be Named)	Baseball (Coach Wallin)
Volleyball (Coach Shew & Coach Nidifer)	Girls’ Basketball (Coach Schoffield)	Softball (Coach Badger)
CoEd Cross Country (Coach Axel)	Wrestling (Coach Nalls)	CoEd Golf
Boys’ Soccer (Coach Beaman)	CoEd Track & Field (Coach Dailey)	Girls’ Soccer

Clubs, Activities, and Organizations

Club / Organization	Description	Club Sponsor
LGBTQ+ and Straight Alliance Club	Students support and encourage diversity and acceptance among all students at BHHS	Ms. Piscatello, Mr. Buehler
DRAMA CLUB	Students produce and participate in seasonal dramatic productions	Ms. Cowan

KNOWLEDGE BOWL	Students participate in academic quiz competitions against clubs from other schools	Ms. Piscatello
CLIMATE CREW	Students who are concerned about the environment. The group will engage in community and beach clean-ups, river clean-ups and hikes.	Mrs. Pruden
ROBOTICS	Students design, program, and build robots to enter into the Oregon State robotics competition	Mr. Suter
NATIONAL HONOR SOCIETY	All students who have a GPA of 3.3 or better are eligible to join the NHS. These students must exemplify the traits of leadership, scholarship, character and service	TBD
TABLETOP ROLE PLAYING GAME CLUB	Play RPGs at lunch and after school with friends!	Mr. Crotzer, Mr. Kaufman
TUTORING CLUB	This peer tutor club helps students at the after school program and at special events. They earn community service hours and can use this opportunity as their graduation project. This is a fun opportunity to help others.	Ms. Francisco
BRUIN COFFEE CAVE	Our student run Bruin coffee shop provides espresso, coffee, and other excellent drinks for students outside of regular school hours and at special events	Ms. Piscatello
INTERACT CLUB	A Rotary-sponsored service club for young people to participate in fun, meaningful service projects. Along the way, Interactors develop their leadership skills and initiative while meeting new friends.	Mrs. Varitek

### **School Discipline Guidelines and Board Policies**

Students are expected to display appropriate behavior and act in a professional and mature manner at all times and at all activities sponsored by BHHS. Administration has the right by Oregon Law to discipline/suspend any student for ten days for any infraction. The guidelines listed below are a reasonable attempt to provide some equity and consideration for individual special circumstances. In lieu of suspension, students may be assigned to other interventions if mutual agreement between the Administration and the parent is reached.

### **Sexual Harassment**

At all times, students should feel that our campus is free of sexual harassment. This kind of harassment includes the following:

- Unwanted comments about a student's appearance
- Unwanted and repeated requests to go out on a date
- Unwanted or repeated requests for sexual favors
- Graffiti of a sexual nature
- Sexual gestures or obscene jokes
- Talking about one's sexuality in front of others
- Spreading rumors about others appearance, sexual activity, or performance

Sexual harassment is a serious offense, and is not tolerated at BHHS. Such behavior will result in immediate out of school suspension.

**Care of District Property by Students: Board Policy JFCB**

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined. The Board declares its intent to hold students and their parents responsible for loss or damage of district property.

**Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/ Teen Dating Violence: Board Policy JFCF**

\* Bullying – *Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated , or has the potential to be repeated, over time.*

Hazing, Harassment, intimidation, bullying\*, menacing and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited and shall not be tolerated in the district. Teen dating violence is unacceptable behavior and prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

**Use of Tobacco, Alcohol or Drugs: Board Policy JFCG/JFCH/JFCI**

Student substance abuse, possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near district grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If a violation occurs near district grounds, disciplinary action may, at the discretion of the district, may include removal from extracurricular activities and/or forfeiture of any school honors or privileges. If a violation occurs on district grounds, at school-sponsored activities or at any time the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges. A student may be referred to law enforcement at the discretion of district officials and in accordance with the law.

**Deliveries:** All items delivered to BHHS students will be held in the main office until a passing period, unless an item is needed for class. Food and drink will never be delivered during class. It is the student's responsibility to come to the office to get the delivered item during the transition period. The school is not responsible for items unclaimed by the day's end.

**Distribution of Materials/Posting Signs:** If you would like to put up a poster advertising an event, or would like to place any sorts of announcements on the school property, you have to get administrative approval 24 hours in advance. For a complete explanation of this policy, see School Board policy KJA.

**Drills:** As required by state law BHHS will conduct fire and earthquake drills throughout the school year. When the alarms are sounded, follow the directions of the staff, quickly, quietly, and in an orderly fashion.

**Internet Access:** Students will have access to worldwide communications through BHHS Internet and email systems. These systems are designed to expand student access to information and educational research. Prior to using these systems, students will be instructed on proper use and the laws and rules governing this use.

**Library:** The library is open from 7:45 A.M. until 3:45 P.M., or later if supervised. Any BHHS student may borrow materials from the library for a two week period unless a teacher has placed those materials on reserve. Overdue materials will be charged a fine of 5 cents per day. If a student loses or damages library materials, he or she will be charged a fee.

**Lockers:** BHHS students will be issued a locker at the beginning of the school year. If you have to change lockers, you have to get permission from the office. Lockers are provided for the convenience of students, but remain the property of BHHS. You may place temporary decorations inside, but obscene or materials deemed in poor taste will not be allowed. The contents of the lockers are your legal responsibility. It is your duty to make sure that your locker is locked and that your combination is not shared with anyone else. BHHS/District 17C is not responsible for loss or damaged items. The district has the right to inspect lockers without prior notice if there is reason to believe that there are illegal, contraband or dangerous objects inside. Any illegal materials will be considered the property of the person to whom the locker was assigned.

**Lost and Found:** If you lose something, or suspect the theft of something, report it to the main office. Small items, like books and jewelry, when found, are turned in to the main office. For larger items, like coats and other clothing, contact the custodian. Any items not claimed by the end of the year will be donated to local nonprofit organizations.

**Public Displays of Affection:** BHHS students demonstrate self-respect and self-control when it comes to public displays of affection. Handholding is permitted. Kissing and extended hugs are inappropriate at school. School staff will address students who are acting inappropriately. School consequences may apply.

**School Pictures:** School pictures are taken at the beginning of the school year. BHHS expects all students to have their photos taken for school records. Student's faces should be clearly visible and they must not wear hats in their pictures. Students are not required to purchase their photos.

**Textbooks:** Students are responsible for any textbook that has been issued to them. If a student drops a class, the student is to return the textbook to the library. If a textbook is damaged or lost while in the student's care, a fee will be assessed to replace the textbook.

**Medications:** Students who are taking a prescribed medication should bring the medication in the original container with the prescription label indicating the doctor's orders to the office. Any medication not picked up by the parent within ten (10) school days of the medication period or the end of the school year, whichever occurs first, will be disposed of by the district.

**Emergency Medical Treatment:** If you become ill or are injured while at school, notify a staff member as soon as possible. In case of a serious condition, BHHS staff will attempt to notify parents according to information provided by the parents to us. Please keep this information up to date.

**Insurance:** District 17C does **NOT** carry health or accident insurance on students. Any illness or injury

at school is the parent/guardian's financial responsibility. As a service, we do make available several health/accident brochures for students. BHHS does not sell insurance or recommend carriers. Students who participate in athletics are required to have proof of insurance.

**Required Annual Notice School Board Policies are all available for review at <http://policy.osba.org/brookings/>**

- Americans with Disabilities Act: School Board Policy ACA
- Section 504
- Education Records/Records of Students with Disabilities Management: School Board Policy IGBAB/JOAR
- Directory Information: School Board Policy JOA
- Suspension: School Board Policy JGD
- Administering Injectable Medicines to Students: School Board Policy JHCDA
- Academic Achievement: School Board Policy JFC
- Compliance with Standards: School Board Policy LGA
- Identification Talented and Gifted: School Board Policy IGBBA
- Identification Talented and Gifted Students Among NonTypical Populations: School Board Policy IGBBB

**Parent / Student Complaints:** All public complaints fall under School Board Policy KL and may be filed at the BrookingsHarbor 17c District Office at 629 Easy Street, Brookings, OR 97415.

\*\*\*\*\*REVISED PAGES\*\*\*\*\*

### **Technology / Cell Phone Use**

All Bruin students are expected to manage their cell phones and personal devices so that they do not interfere with the day-to-day operations of school. In most cases, cell phones, earbuds, headphones, and other personal technological devices should not be used during classroom time and should never be a distraction to classmates or teachers.

Teachers have the right to determine how and to what degree digital devices will be utilized in the classroom. It is the expectation of administration that students will follow those expectations and that when they are not used for instructional purposes, that all personal digital devices are silenced and out of sight.

Parent/Guardians will be notified of students who repeatedly fail to follow the teacher's classroom expectations with regards to cell phones and personal devices and may have them confiscated by administration.

### **Computer Lab Expectations**

The district provides students with laptops at school to access all educational tools that are a requirement for instruction. It is critical that this equipment is kept in excellent working order at all times, so that as many students as possible can use it on a consistent basis. The following behaviors are expected in all areas where school technology is used by students:

- Food and drink is NOT allowed in the labs.
- Cell phones must be silenced and away at all times during class work in online education labs. Students found using these devices during online testing will be found in violation of testing security and required to retest or receive a 0.
- School technology will be treated gently at all times. If technology is not working properly, notify a staff member immediately, so the problem can be addressed.
- Students are expected to use technology responsibly at all times and should only access school approved, appropriate websites. The school reserves the right to grant or revoke technology privileges to students for whatever reason and duration school administration determines appropriate.

### **Cheating / Plagiarism**

Mastery can only be evaluated if a student's work is his or her own. Students are expected to do their own work and to show integrity in every class, every day. Cheating and plagiarism are serious offenses. Students who engage in cheating or plagiarism can expect the following progression of events:

*First instance:* Teacher discusses infraction with student and notifies parents. Student receives a 0 on the task until they retake the assignment under direct supervision.

*Second instance:* Teacher discusses infraction with student and notifies parents that a referral is forthcoming. Student receives a 0 on the assignment. The incident is logged on student's discipline record. Student is placed on academic probation.

*Third instance:* Teacher discusses infraction with student and notifies parents that a second referral is forthcoming. Student receives a 0 on the assignment. Administration will assign progressive consequences.

### **Attendance**

Closed Campus : BHHS is a closed campus high school. Students may leave for specific medical appointments, illness or other reasons with administrative knowledge and approval. Freshmen and Sophomores are expected to remain on campus throughout the entire school day. Juniors and seniors may leave campus at lunch time, and are expected to return from lunch on time to attend class.

Procedure to leave campus during the school day :

1. Parent/guardian must call or send written permission to the attendance secretary.
2. Sign the checkout sheet at the front window with the date, time and destination.
3. Get an off-campus pass from the attendance secretary.
4. When returning from an appointment, sign back in with the attendance secretary and get a pass to return to class.

### **Absences and Activities**

Students must be in attendance at school at least one-half day if they wish to practice, play, or

participate in any activity, performance, or game. Students who have been absent for the entire day may not practice for, nor participate in any activity, performance, or game unless pre-excused.

**Compulsory Attendance: Board Policy JEA**

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend school full-time on a regular basis at the designated school within the attendance area.

Students at BHHS are expected to attend every class, every day that they are enrolled in school.

Student Absences and Excuses: Board Policy JED

- Illness of the student
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school approved activities;
- Medical (dental) appointments. Confirmation of appointments may be required

ABSENCES MUST BE EXCUSED WITHIN 72 HOURS BY PARENT.

The material covered within this student handbook is intended as a method of communication to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.