

# Junction City High School

## Student & Parent Handbook



**Home of the Tigers**

## **Preface**

The material covered within this handbook is intended to inform parents/guardians and students of the procedures and rules of conduct at Junction City High School. **It should be used in conjunction with the Junction City School District 69 Student Conduct Code.** Material contained herein is superseded by Board policy, administrative regulation and negotiated agreements.

Students and parents are encouraged to read this handbook carefully and retain it for future reference. Students and parents shall be accountable for the laws, policies, rules, and procedures outlined in this handbook.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time.

## **Principal's Message**

Junction City High School is full of opportunities for competition and only a team effort will result in success. In order to graduate this year, all students will be required to pass state assessments in reading, writing, and math.

Acceptance into colleges and other career-related programs are on the line, and scholarship money is at stake. Those who approach school work in the spirit of competition give themselves a significant advantage over those who go through the motions.

We expect much of ourselves, and we expect much of our students. We expect each individual to respect the rights of fellow students to learn, the rights of adults to teach and conduct school business, and the rights of school neighborhoods to be free of litter and profanity. As in athletics, excellent preparation and effort are readily observable and noted by every witness.

I challenge every Tiger to think first, act second. Life-changing "luck" is not the result of finding a penny on the sidewalk. Life-changing luck is obtained through preparation and persistence. Earn all your stripes with Tiger pride!

## **Notice of Non-Discrimination**

The Junction City School District does not discriminate on the basis of race, color, origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Katie Bradford  
Human Rights Officer  
District Office  
325 Maple Street  
Junction City, OR 97448  
541/ 998-6311 x 621

# TABLE OF CONTENTS

## Preface

Principal’s Message-----	1
Notice of Non-Discrimination-----	1
Staff Directory-----	3-4
Bell Schedule	5
Traditions, Fight Song-----	6
Map of JCHS ( <u>Updates Pending</u> )	7
Academics-----	8
Diploma Requirements and Options-----	9
Activities & Athletics-----	11
Associated Student Body Officers-----	14
Attendance-----	15
General Information-----	17
Address and Telephone Number Changes	
Closed Campus	
Computer Use	
Cooperation with Law Enforcement-----	19
Dress and Grooming	
Electronic Devices and Pocket Knives-----	20
Fees Owed	
Gangs	
Dance Guest Passes-----	21
Hall Passes-----	22
Lockers-----	22
Media Center	

## General Information Continued:

Off-Limit Areas on Campus-----	23
Open Campus Lunch	
Records Transfer	
Search and Seizure-----	23
Skateboards, Rollerblades and Bicycles	
Student Body Cards-----	24
Student Non Discrimination-----	24
Student Rights and Responsibilities-----	27
Telephones	
Textbooks	
Visitors-----	27
Vehicles / Parking -----	28
Services-----	29
Student Support Team	
Health Services	
Food Services-----	31
Counseling Services-----	31
Discipline Philosophy-----	32
Behavior and Consequences-----	32
Appendix A – Athletic Code-----	38
Appendix B – Suspension Policy-----	46
Appendix C – Expulsion Policy-----	48



## Junction City High School Staff Directory

<b>Staff Member</b>	<b>E-mail Address</b>	<b>Position</b>
Bandow, Cindy	cbandow@junctioncity.k12.or.us	Social Studies/Media
Bennett, Sonya	sbennett@ junctioncity.k12.or.us	Head Secretary
Bittle, Cameron	cbittle@ junctioncity.k12.or.us	Social Studies
Bolton, Chris	cbolton@ junctioncity.k12.or.us	Science
Bonner, Erica	ebonner@junctioncity.k12.or.us	Student Accounts/Bookkeeper
Brougher, Jared	jbrougher@ junctioncity.k12.or.us	Science
Buenau, Becci	bbuenau@ junctioncity.k12.or.us	Math
Counts, Andy		Custodian
Curtis, Angela	acurtis@junctioncity.k12.or.us	Math
Doughty, McKenzie	mdoughty@junctioncity.k12.or.us	PE
Erwin, Emma		Life Skills
Gillow-Wiles, Kate	kgillowwiles@ junctioncity.k12.or.us	Special Ed (math, life foundations)
Green, Loren		Custodian
Hale, Sherry		Life Skills
Hellwege, Alison	ahellwege@ junctioncity.k12.or.us	Registrar/Counseling Center Sec.
Henderson, Liz	ehenderson@ junctioncity.k12.or.us	Social Studies/Drama
Howard, Rhonda	rhoward@junctioncity.k12.or.us	Attendance/Health Secretary
Jackson, Linda	ljackson@ junctioncity.k12.or.us	JC Online/Credit Recovery
Johnson, Cody	cjohnson@ junctioncity.k12.or.us	Math
Keenan, Sarah		Life skills
King, Mike	mking@ junctioncity.k12.or.us	Woodshop/Welding/Drafting
King, Steve		IA
Lee, Bob	blee@junctioncity.k12.or.us	Visual Arts
Lee, Jennifer	jlee@junctioncity.k12.or.us	ELD
Leech, Daniel	dleech@junctioncity.k12.or.us	Language Arts
Lemhouse, Laura	llemhouse@junctioncity.k12.or.us	Media Assistant
Lewis, Amanda	alewis@junctioncity.k12.or.us	Science
Limbo, Todd	tlimbo@ junctioncity.k12.or.us	Social Studies
Lucir, Leslie	llucir@junctioncity.k12.or.us	Family & Consumer Science
Madsen, Courtney	cmadsen@ junctioncity.k12.or.us	Counselor -Frosh, Juniors
Magnusson, Vickie		Life skills
Marschall, Dina	dmarschall@ junctioncity.k12.or.us	Co-Principal

## Junction City High School Staff Directory

Menen, Sue	smenen@junctioncity.k12.or.us	School Psychologist
Menking, Suzette	smenking@ junctioncity.k12.or.us	Science
Miller, Brian	bmiller@junctioncity.k12.or.us	Counselor – Seniors, Sophomores
Mills, Garrett	gmills@junctioncity.k12.or.us	Life Skills Director
Milne, Richard	rmilne@junctioncity.k12.or.us	Physical Education
Motes, Vassa		YTP/Life Skills
Planalp, Kitty		Life Skills
Puderbaugh, Carol	cpuderbaugh@ junctioncity.k12.or.us	District Nurse
Rauschert, Tye	trauschert@junctioncity.k12.or.us	Athletic Dir. Sec./ Trainer
Renfrow, Kathy		Life skills
Robbins, Larry	lrobbins@ junctioncity.k12.or.us	Spanish
Schmitt, Jill	jschmitt@junctioncity.k12.or.us	IA
Schneider, Mark	mschneider@ junctioncity.k12.or.us	Business/Acct./Personal Finance
Shelley, Shawn	sshelley@ junctioncity.k12.or.us	Math
Shepherd, Tabitha	tshepherd@junctioncity.k12.or.us	Music/Concert Band/Choir
Shown, Sheree	sshown@ junctioncity.k12.or.us	Language Arts
Siewert, Rhonda	rsiewert@ junctioncity.k12.or.us	Spec. Ed Aide/Lunch Acct./Media
Spoerl, Mike	mspoerl@ junctioncity.k12.or.us	Head Custodian
Stahl, Kristi	kstahl@ junctioncity.k12.or.us	Language Arts
Stavros, Tony	tstavros@junctioncity.k12.or.us	Special Ed Teacher
Turner-Bolton, Liz	lbolton@ junctioncity.k12.or.us	College & Career Coach
Voutsikakis, Kristin	kvoutsikakis@ junctioncity.k12.or.us	Health/Medical Terminology
Warkentin, Barb		Custodian
Williams, Jennifer		Life Skills
Young, Brian	byoung@junctioncity.k12.or.us	Co-Principal

# Junction City High School Bell Schedule

REGULAR	
Period 1	8:00-9:12
Break	9:12-9:23
Period 2	9:23-10:35
Period 3	10:42-11:54
<b>LUNCH</b>	11:54-12:34
Period 4	12:34-1:46
Period 5	1:53-3:05

EARLY RELEASE / TEAM	
Period 1	8:00 - 8:46
<b>BREAK</b>	8:46 - 8:57
Period 2	8:57 - 9:43
<b>TEAM Advis.</b>	9:50 - 10:23
Period 3	10:30 - 11:16
Period 4	11:23 - 12:09
<b>LUNCH</b>	12:09 - 12:49
Period 5	12:49-1:35

WEDNESDAY/ TEAM	
Period 1	8:00 - 9:03
<b>Break</b>	9:03 - 9:14
Period 2	9:14 - 10:17
<b>TEAM Advis.</b>	10:24 - 11:02
Period 3	11:09-12:12
<b>LUNCH</b>	12:12-12:52
Period 4	12:52 - 1:55
Period 5	2:02 - 3:05

AM 38 MIN. ASSEMBLY	
Period 1	8:00 - 9:03
<b>Break</b>	9:03 - 9:14
Period 2	9:14 - 10:17
<b>ASSEMBLY</b>	10:24 - 11:02
Period 3	11:09 - 12:12
<b>LUNCH</b>	12:12 - 12:52
Period 4	12:52 - 1:55
Period 5	2:02 - 3:05

PM 38 MIN. ASSEMBLY	
Period 1	8:00-9:03
<b>Break</b>	9:03-9:14
Period 2	9:14-10:17
Period 3	10:24-11:27
<b>LUNCH</b>	11:27-12:07
Period 4	12:07-1:10
<b>ASSEMBLY</b>	1:17-1:55
Period 5	2:02-3:05

AM 58 MIN. ASSEMBLY	
Period 1	8:00 - 8:59
Break	8:59 - 9:10
Period 2	9:10 - 10:09
<b>ASSEMBLY</b>	10:16 - 11:14
Period 3	11:21-12:20
<b>LUNCH</b>	12:20 - 1:00
Period 4	1:00 - 1:59
Period 5	2:06 - 3:05

PM 58 MIN. ASSEMBLY	
Period 1	8:00 - 8:59
<b>Break</b>	8:59 - 9:10
Period 2	9:10 - 10:09
Period 3	10:16 - 11:15
<b>LUNCH</b>	11:15 - 11:55
Period 4	11:55 - 12:54
<b>ASSEMBLY</b>	1:01 - 1:59
Period 5	2:06 - 3:05

2 Hour Delayed Start	
Period 1	10:00 - 10:49
Period 2	10:56 - 11:45
<b>LUNCH</b>	11:45 - 12:24
Period 3	12:24 - 1:13
Period 4	1:20 - 2:09
Period 5	2:16 - 3:05



## TRADITIONS

Colors:	Maroon & Gold
Newspaper:	The Maroon & Gold
Mascot:	Tiger
Yearbook:	Felix Tigris

## FIGHT SONG

Fight, Junction, Fight  
You know that we'll win tonight  
Although the odds be against us  
We'll fight with all our might  
Fight, fight, fight  
On Tiger Team  
You're coming in on the beam  
Oh, Junction High will be victorious  
We'll win this game!

It is customary at JCHS to stand for the playing and singing of the National Anthem, the flag salute, and the Fight Song.



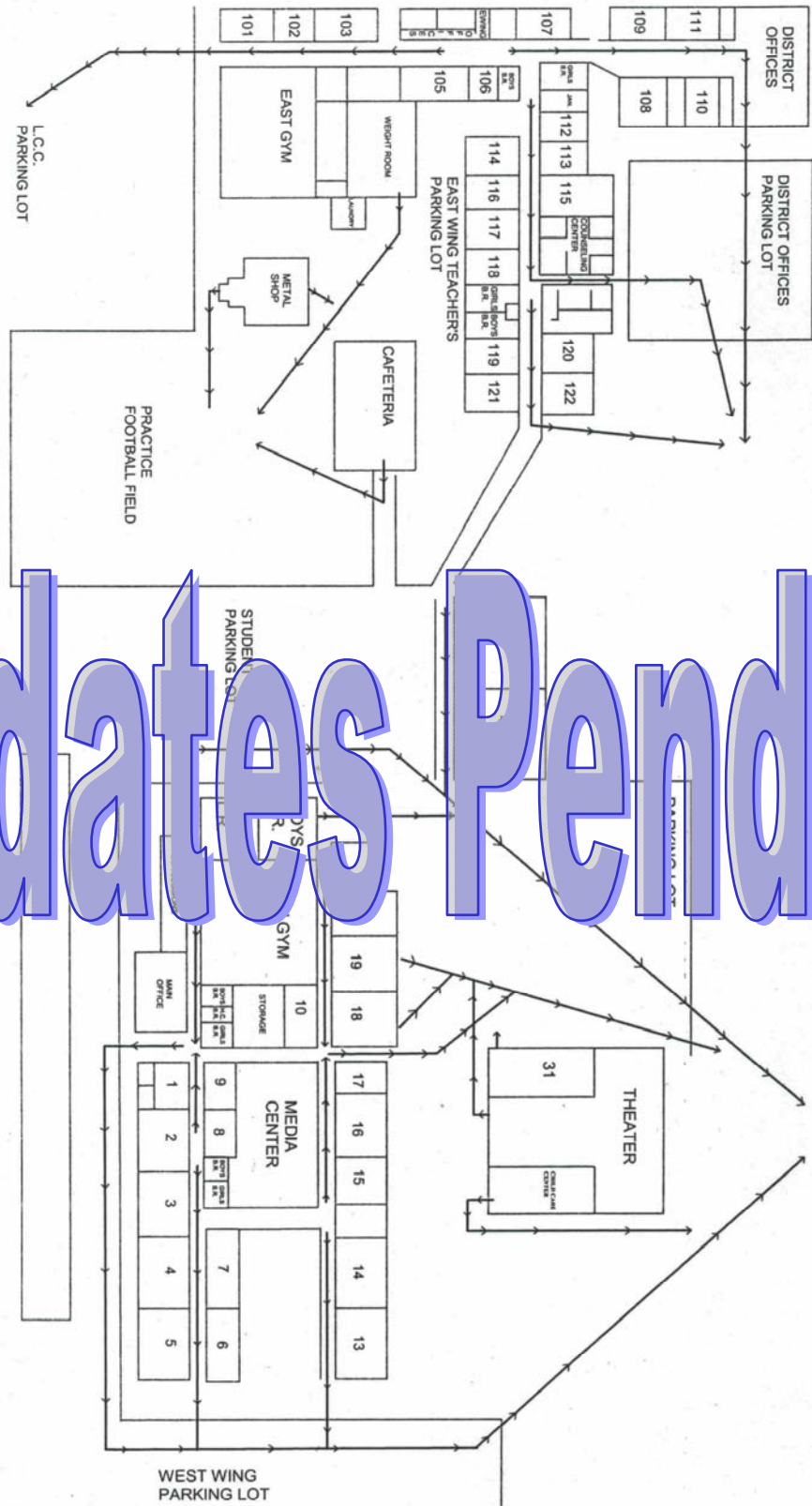


**FIRE AND EARTHQUAKE EVACUATION ROUTES**

**Updates Pending**

**6TH STREET**

**MAPLE STREET**



# Academics

## DIPLOMA REQUIREMENTS AND OPTIONS

To earn a diploma all students must meet requirements set by the State of Oregon, and Junction City School District. Listed below are the credit requirements that must be successfully met in order to obtain a diploma. State of Oregon diploma may be awarded based on 24 total credits, subject to specific curriculum area requirements. The Junction City School District diploma is based on 26 total credits.

**In addition, ALL students must meet state standards in the Essential Skills of Reading and Writing and Math.** Seniors who have not yet met the standards will be given opportunities to pass work sample assessments or Smarter Balanced test to meet required Essential Skills. All enrolled juniors will take the new Smarter Balanced Assessments for Reading/Writing and Math; they will continue to take the OAKS Assessment for Science.

<b>JUNCTION CITY DIPLOMA</b>		<b>HONORS DIPLOMA (Pending)</b>	
<u>Curriculum Area</u>	<u>Credits</u>	<u>Curriculum Area</u>	<u>Credits</u>
Language Arts	4.0	Language Arts	04.0
Social Studies	3.0	Social Studies	03.0
Personal Finance	0.5	Mathematics	03.0
Physical Education	1.5	Science	03.0
Health	1.0	Foreign Language or	
Mathematics	3.0	Professional/Technical	03.0
Science	3.0	Fine Arts	01.0
Fine Arts or Foreign Language	3.0	Total credits required for HD =	28.0
Electives	6.5		
SPARK	0.5		
Total credits required for graduation =	26.0		

\*In addition to these credit requirements, students must take specific classes and meet specific GPA requirements. Please consult with the Counseling Center for details.

### GRADE LEVEL PLACEMENT

<u>Grade Level</u>	<u>Credits Required to Qualify</u>
10	4.5
11	11.0
12	18.5

### SCHEDULE CHANGES

Students who wish to change or drop a class may request to do so. The master schedule is created based on student forecasting, therefore, opportunities for schedule changes are limited to “good cause” changes such as a need for a level change. Any requests to change schedules will be addressed on a case by case basis. Students must complete a **Change of Schedule Request Form**. Schedule changes requested more than two weeks into the grading period may be recorded with a grade of F. Appeal may be made through administration. Changes are subject to class size, student’s planned program, graduation requirements and availability of an alternative class.

## I. AWARDS

JCHS recognizes and applauds students who achieve academically through hard work, determination and perseverance. Students have the opportunity to earn departmental, leadership and other awards in addition to graduating with honors when achieving a cumulative GPA of 3.5 or above.

## II. GRADES

Junction City High School uses a five period trimester schedule in which only the trimester grade is recorded. Students will receive progress reports approximately six weeks into each trimester.

Grade definitions are as follows:

A=	Excellent/Mastery of subject	4.0 quality points
B=	Good/Exceeds Standard	3.0 quality points
C=	Average/Meets Standard	2.0 quality points
D=	Below Average/Developing	1.0 quality points
F=	Failed Class/No Credit	0.0 quality points
P=	Pass/Credit Earned	
NP=	No Pass/No Credit	
I=	Incomplete	

A grade of *incomplete* may be given when a student has been absent (excused) near the end of the trimester and has not had the opportunity to make up work in accordance with school policy or has failed to meet the requirements of the class. At the end of the make-up period, a student who has not satisfied the course requirements will be given an “F” or no grade. When giving a grade of incomplete, the teacher must notify the student of the requirements including the time period necessary to remove the incomplete and replace it with a grade.

## III. GRADUATION

Students must meet all JCHS requirements in order to participate in the annual graduation activities including commencement. A student must also be free of any debts and equipment obligations to the District and have no unresolved disciplinary infractions. Seniors who are involved in a major infraction of school rules or who violate directives that are included in their individual behavior plan during the final month of the school year may be prevented from participating in all graduation activities including commencement.

## IV. HONESTY

Academic honesty is highly valued at JCHS. Violations such as, but not limited to cheating, plagiarism or taking credit for someone else’s work may result in the following consequences:

1 <sup>st</sup> Offense	Loss of credit on assignment or test; parent notified
2 <sup>nd</sup> Offense	Removal from class for remainder of trimester with an F or NP

Activities

&

Athletics

## I. ATHLETICS – ELIGIBILITY

Junction City High School offers a wide range of extracurricular athletic programs. As a member of the Sky-Em Conference, JCHS competes with Cottage Grove, Elmira, Marist and Marshfield.

The athletic program is an important and integral part of the total school program and is open to JCHS students. Participation is a privilege, not a right. The image projected by students associated with athletics is very important to the overall welfare and discipline of the school.

### Athletic Code

Students participating in athletics are governed by both the Junction City Student Code of Conduct and the High School Athletic Code. The rules and regulations of the Athletic Code shall apply to any violation regardless of when or where committed. The Code remains continuously in effect year-round from the student's first athletic season until graduation. A summary of the Athletic Code can be found in Appendix A. *The complete Athletic Code can be read on the JC High.org web page with printed copies available upon request.*

### Eligibility

Students representing Junction City High School in athletics, clubs, and activities must meet all Oregon School Activity Association (OSAA) and JCHS eligibility rules and requirements. In addition, athletic teams, clubs, and organizations may establish rules of conduct and dress that are stricter than those for students in general. Violations of the Student Conduct Code may also result in additional consequences from the team, club, or organization.

In order to meet OSAA/JCHS eligibility requirements, students must earn passing grades (credit) in at least four classes in the trimester before the sport season begins and maintain passing grades while their sport/activity is in season. Students are also required to make yearly progress toward graduation. Students must meet these minimum credit requirements at the **beginning** of each year:

10<sup>th</sup> – 4.5 credits    11<sup>th</sup> - 11.0 credits    12<sup>th</sup> - 18.5 credits

Students who are short credits must make them up during the summer. Hardship appeals to the OSAA may be considered. To be eligible for athletics, a student must purchase a Student Body Card, pay the participation fee, pass a physical examination (required for grades 7 and 10), and have adequate health and accident insurance. Insurance may be either that offered by JCHS or personal insurance identified by the parent. All paperwork must be completed and returned the athletic director before the student will be allowed to participate.

### Sports Programs

The following athletic teams are available during the year:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Cheerleading (Club)	Cheerleading (Club)	Golf (Club)
Cross Country (Club)	Basketball	Softball
Football	Swimming	Tennis
Soccer	Wrestling	Baseball
Volleyball		Track
		Equestrian (Club)

## **II. CONDUCT**

It is expected that JCHS students will treat everyone with courtesy and respect. This is particularly important with regard to people performing at assemblies, officials, staff, rooters, and participants from other schools. Respect for the community and neighborhoods which support our schools are vital to the school's reputation and image.

Regular school policies will be enforced at all games, dances, and activities which are held either on campus or off-campus regardless of the time of day or day of the week. In addition, students may be suspended from attending these events.

Students must remain inside the event for the duration of the event. Students absent on the day of an event may not attend. Students who are suspended may not attend any events until they return to class.

## **III. ACTIVITIES**

### **Dances**

Dances are open to all students and sponsored guests (grade 9 or higher). A student is responsible for the conduct of his or her guest. Please refer to the Guest Passes section of this handbook for additional limitations. Only the following people will be admitted to dances:

1. Students of JCHS who show a current student body card. A one dollar fee will be assessed to those students not providing their student body card.
2. Those people showing a guest pass and accompanied by their sponsor; one guest per student.
3. Parents of students.

*Anyone leaving the dance after being admitted will not be permitted to return.*

### **Assemblies**

Assemblies are considered a part of the educational experience and serve to enhance the curriculum, broaden perspectives, and recognize groups and individuals among other purposes. Attendance at assemblies is required and students failing to attend an assembly or report to a designated area will be considered truant.

### **Scheduling of Activities/Events**

All activities must be scheduled through the athletic director and approved by administration.

#### **IV. LEADERSHIP**

Associated Student Officers are elected to represent the entire student body and individual classes and are charged with planning and refining traditional events such as ASB elections, dances, assemblies, homecoming week and developing new activities. All students are encouraged to participate and contribute to the success of events.

#### **V. ASB OFFICERS 2017-2018**

##### **ASB OFFICERS**

**Leadership Advisor**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Activities Manager**

**Publicity Manager**

**Sonya Bennett &**

**Wendi Bedacht**

**Jessica Puderbaugh**

**Emma Motes**

**Kamryn Potter**

**Reece Alexander**

**Anika Wodtli**

**Maxx Thielman**

##### **SENIOR CLASS**

**Advisor**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Mariah Ohman**

**Carson Nelson**

**Ciara Lay**

**Devin Vogt**

##### **JUNIOR CLASS**

**Advisor**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Kristin Voutsikakis**

**Estelle Tedrick**

**Sarah Swancutt**

**Ali Bedacht**

**Ciaragh Thompson**

##### **SOPHOMORE CLASS**

**Advisor**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Tristan West**

**Courtney Silbernagel**

**Lacrisha Sisler**

**Shelby Yearout**

##### **FRESHMAN CLASS**

**Advisor**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Jordan McTaggart**

**Addi Sangermano**

**Jillian Hookland**

**Emma Olinger**



## VI. ATTENDANCE POLICY

Regular attendance in school is essential for academic success. Poor attendance impairs the educational progress of the student. An absence means missing class discussions/lectures, class interactions, labs, etc., which cannot be adequately represented in make-up work. In addition, absences cause a loss to the missing student and the loss of the student's contribution to the class.

Regular, punctual school attendance reinforces responsible habits. Irregular attendance is one of the prime factors in student failure and frustration with the school experience.

**ORS 339.010 School attendance required; age limits**-Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full time school of the school district in which the child resides.

**ORS 339.020 Duty to send children to school**-Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full time school during the entire school term.

**ORS 339.925 Compulsory school attendance violation**-The school district superintendent or education service district superintendent, or an employee specifically designated by either superintendent, may issue citations for nonattendance.

**ORS 339.280 Student grading policies; consideration of attendance allowed**-The school district board has established student grading policy that permits teachers to consider a student's attendance in determining the student's grade or deciding whether the student should be *granted or denied credit*.

### Excused Absences

Timely communication between parents and school staff encourages student accountability consistent with the adult world of work, facilitates the assignment of make-up work, and supports school compliance with state attendance laws. *Teachers are not obligated to permit make-up work for unexcused absences.*

Within two days of any absence, parents should request that the absence be excused by phone, e-mail, or note. Be sure to give the reason for the absence. The attendance office can be reached directly, 24 hours a day, at **541-998-8617**. Messages may also be left with the main office at **541-998-2343**. Parents may request a student's absence be excused in writing by note or e-mail addressed to [rhoward@junctioncity.k12.or.us](mailto:rhoward@junctioncity.k12.or.us).

Consistent with state law and district policy, the following reasons are acceptable for an excused absence:

<p style="text-align: center;">&gt; <i>personal illness</i> &gt; <i>family illness or bereavement</i> &gt; <i>emergencies</i> &gt; <i>school activities</i> &gt; <i>medical or dental appointments</i></p>
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Parent may request an excused absence prior to the absence or during the absence. The request should be made within two days of the absence. Please note that the school staff is not obligated to honor requests for excused absences when they are received more than two days after the absence is recorded (considered to be the final day of a multiple day absence).

School administration shall make the final determination on whether an incident qualifies as an excused emergency. Other absences may be excused if they are approved in advance by the administration and pre-arranged with each teacher. All other absences are unexcused.

*Teachers are not obligated to permit make-up work for unexcused absences.*

## **Truancy**

Any student absent from school or class without permission will be considered truant and subject to disciplinary action including detention, In-School suspension, expulsion, ineligibility to participate in athletics and other activities. Students missing class time for other than school-related reasons or appointments may not be permitted to participate in, or attend, school-related or extracurricular activities occurring on that day.

Up to the 3<sup>rd</sup> unexcused absence in the same class period, the teacher will attempt to communicate with the parent by telephone, e-mail, or regular mail that a negative pattern is being established. Such attempt will be documented.

Upon the 4th unexcused absence in the same class period, the attendance secretary will notify the appropriate building administrator. The administrator will pursue the matter as a discipline referral for truancy. As part of this process, the student and parent may be subject to attendance remedies including the loss (or denial) of driver's license or permit, contact with Department of Youth Services personnel, truancy officers, or local police.

## **Make-up Work**

Make-up work for missed days will be governed by the classroom policies of the individual teacher. Work missed due to a documented and excused absence will be accepted for full credit if completed within reasonable timelines established by the classroom teacher. Make-up work may be an alternative assignment.

*Students are responsible for all activities/assignments missed – even if absence is due to a school-related activity or event. Students may be given an incomplete for a course until requirements for the course are completed.*

Suspended students are not permitted to be on campus during the time of suspension, however, they are still responsible for acquiring make-up assignments during the suspension and submitting them to their instructor on the day they return. Homework pick up/return arrangements may be made with Room 1 (Attendance).

## **V. Tardies**

Teachers will provide their expectations regarding tardies in their course syllabi. Teachers may enforce their own tardy policy with detentions, make-up assignments, or grade consequences. Students who do not cooperate with the classroom management plan may be referred to the office for uncooperative behavior.

Being prepared and on time are the first ingredients for success in school and in the world beyond high school. Chronically tardy students disrupt classroom instruction and demonstrate disrespect for the learning and achievement of other students.

General

Information

## **I. ADDRESS and TELEPHONE NUMBER CHANGES**

Whenever your address or phone number changes, you are required to provide that information to the school. Please contact the Registrar in the Counseling Office.

## **II. CLOSED CAMPUS**

Junction City High School has a closed campus policy. Students are not allowed to leave during the school day, including morning break, except during lunch and for approved educational activities such as work experience, job shadow, or cadet teaching only. **Upon arrival, students must stay on campus.**

*All students leaving campus during the school day must sign out in the attendance office,  
Room 1.*

## **III. COMPLAINTS**

A student and/or parent who have a complaint concerning a classroom teacher or other issue should first bring the matter to the appropriate teacher for resolution or clarification of the issue. If the issue is of a nature beyond the scope of teacher resolution, the student and/or parent should bring the matter to the attention of an administrator. If the outcome is not satisfactory, a conference should be scheduled with a building administrator. Further appeals may be made to the Superintendent and then the School Board.

## **IV. COMPUTER USE**

Computers are provided for limited educational purposes and to assist in preparing students for success in life and work in the 21<sup>st</sup> Century. Use of JCHS computers shall be consistent with the educational mission of the school.

Junction City School District has the right to place reasonable restrictions on the material students' access or post through the system. The District Acceptable Use Policy (IAAE) will govern all use of JCNNet. System users have a limited privacy expectation in the contents of their personal files on JCNNet. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or policy.

The following rules apply to student use of JCHS computers:

*Use for classroom assignments always has priority over recreational use.*  
*Use of computers to access material that advocates illegal acts, that is profane or obscene (pornography), or that advocates violence or discrimination toward other people (hate literature) is prohibited.*  
*Do not make any changes to installed software or hardware.*  
*Do not install software.*  
*Do not download files from the internet without teacher permission.*  
*No chat without teacher permission.*  
*No e-mail unless you have a School District student e-mail account.*

## V COOPERATION with LAW ENFORCEMENT

The school has the responsibility of safeguarding the rights of students and cooperating with law enforcement in the performance of their mandated duties. Should law enforcement officials find it necessary to question a student suspected of an illegal act during the school day or during periods of extracurricular activities, an administrator or designee will be present when possible. An effort will be made to notify the parent/guardian of the situation.

A student will not be released to a law enforcement officer unless the student is placed under arrest, the officer has jurisdiction as a result of a court action, or permission is received from the parent/guardian.

Parents are advised that in suspected child abuse cases, the Department of Human Services and/or law enforcement officials may exclude district personnel from the investigation procedure and may prohibit district personnel from contacting parents. School employees are *mandatory reporters* responsible for contacting the appropriate law enforcement agencies when they suspect child abuse and can not inform the parent/guardian.

## VI. DRESS and GROOMING

The responsibility for dress and grooming of a student is primarily the responsibility of the student and his/her parent. ***However, the school has a legitimate concern if the dress or grooming of a student disrupts the educational climate or process, is unclean, or is a threat to health and/or safety.*** Inappropriate clothing/jewelry includes, but is not limited to: words or symbols which are sexually suggestive, vulgar, obscene, or profane; promotes or advertises drug/alcohol/tobacco or other illegal substances or activities; or which insult or ridicule a particular person or group. Clothing or symbols which may be interpreted to be gang-related are prohibited and include but is not limited to bandanas regardless of color.

***Clothing is inappropriate if it is exposing or worn in a manner disruptive to the school climate.***

Students are required to wear shoes on school property and at all school activities. Clothes used for P.E. are to be worn only in the gym area and on the playing fields, when students are actually in physical education classes. *Sunglasses are not to be worn inside any building on campus.*

Students failing to comply with this policy will be asked to change into appropriate clothing immediately. If necessary, the parent will be requested to bring appropriate clothing to school or the student may be sent home to change. Failure of a student to comply with a staff directive to change clothing will be considered insubordinate. Repeated violations will be considered inappropriate behavior with consequences as outlined in the conduct code. Teachers may establish additional dress and grooming rules which are reasonable for their classrooms to insure student safety.

Students attending JCHS athletic events and activities are expected to follow the dress code. Students wearing offensive or immodest dress will be asked to change clothing or leave the premises.

Also, students representing JCHS in athletics and activities may be required to meet additional dress and grooming standards, and may be denied the opportunity to participate if those standards are not met.

## **VII. ELECTRONIC DEVICES**

When electronic devices are used by drivers, the resulting distraction increases the likelihood of a serious accident. The unregulated use of personal electronic devices in school is no less distracting and results in substantial disruption to the educational environment and impairment of learning.

*Students are strongly encouraged to leave personal electronic devices at home. The school assumes no responsibility for lost or stolen items and will not act on reports of theft or loss.*

*Students shall not use personal electronic devices during class time unless they have been directed to do so by a staff member for a legitimate academic purpose.*

### **Confiscation of Electronic Devices**

Any staff member has the right to confiscate an electronic device that is causing a disruption to a classroom learning activity. Confiscation of any electronic device is permitted even if the user is not the device owner. Additional consequences may be found in the Student Conduct section of this handbook.

Students whose tardiness is caused by use of an electronic device, or who miss class time related to the use of an electronic device in a restroom or hall, will be expected to surrender the device at any staff member's direction.

In the event of an emergency, parents should contact the main office at **541-998-2343**. School staff will deliver the message promptly and with minimal classroom disruption. Students are expected to request the use of a school phone if an urgent call needs to be made during class time.

### **Return of Electronic Devices**

First Offense: The staff member may elect to return the device at the end of the period or at the end of the school day. Staff member will notify the student if they intend to bring the device to the office for the student to pick up. Student Aides will not be permitted to deliver devices to the office.

Second Offense: Staff will bring the device to the office at their earliest convenience and notify administration. Administrator will conference with the student.

Third Offense: Students in defiance of the policy may be subject to consequences for insubordination. An administrator will contact a parent/guardian regarding the violation and arrange for a parent to pick-up the device.

Failure to surrender the device as directed will be considered insubordination and the student should be referred for consequences.

**PLEASE NOTE**: *Single incidents occurring in separate classrooms will be considered as second/third offenses by school administrators and will result in escalating consequences.*

### VIII. POCKET KNIVES

A pocket knife that is inadvertently brought to school should be taken to the nearest office immediately and left with a school administrator and picked up at the end of the school day.

***Any pocket knife that is used or visible may be confiscated by any staff member.***

Confiscated items may be picked up at the end of the school day. Repeated violations will result in disciplinary action and the item being held by administration until picked up by a parent.

### VIII. FEES OWED

School officials may withhold the grade reports, records, and/or diploma of any student who owes a fee or fine, or who is responsible for the loss or damage of District property. The school will give notice stating the reason and amount owed to the student and her/his parent when records are withheld. When a student/parent is unable to pay the amount owed, the school may arrange for the student/parent to work-off the debt or waive the amount owed. The withholding may be appealed to the principal.

### IX. GANGS

The presence of members of gangs and gang activities is likely to cause a substantial disruption or material interference with school and school activities. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal or antisocial behavior. Gangs or gang activity are prohibited. Any student found to be guilty of this policy will be subject to discipline up to and including suspension or expulsion depending on the severity of the incident and the student's behavior history.

### X. GUEST PASSES

Dances and social activities are for the enjoyment of JCHS students. Students may sponsor a single guest by applying for a Guest Pass in the attendance office. **Applications must be submitted two days in advance so the assistant principal may conduct a background check of the proposed guest.** The guest must be of high school age, with the exception of Homecoming and the Prom, enrolled in school, and is in good standing; has regular attendance to class, is making progress toward earning a diploma and has no behavior referral issues.

***No student below grade 9 will be allowed to attend any dance.  
With the exception of Homecoming and Prom, no individual over the age of 19 will be allowed to attend high school dances.***

School administrators will approve/deny all guest passes **two days** prior to the dance/social activity. Approved guest must show their pass and a picture ID card for entry. A JCHS student who sponsors a guest is responsible for the conduct of his/her guest in accordance with the student conduct code.

## **XI. HALL PASSES**

Passes may be issued for educational and administrative reasons, or emergency situations. Students must return to their assigned class before the end of the period. Students, who are out of class without a pass, or in an area not designated by the pass, will be subject to disciplinary consequences.

## **XII. LOCKERS**

Lockers belong to the school, and they remain under the jurisdiction of the school even when assigned to an individual student. Students are allowed to use them as a convenience, and may sign up for lockers in Room 1 (Attendance Office). Students must use the locker assigned to them. Any changes in locker assignments must be approved by the administration.

*The school reserves the right to inspect all lockers.*

Lockers are in good working order at the beginning of the year and any malfunctions during the year should be reported to the office. Damage to lockers other than normal wear will result in a charge to the occupant for the repair of the locker.

Hallway lockers and P.E. lockers provide minimal security. **Valuable items should not be kept in lockers.** The school assumes no responsibility for the safeguard of articles left in the lockers. The student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.

*Searches of lockers may be conducted at any time.*

## **XIII. MEDIA CENTER**

The media center is a resource and study area as well as a hub for testing in the school. It is stocked with over 40,000 books and materials, a full computer lab, and a growing video and audio production area for student projects. There are many reference materials available for help in research and general studies. Students may check out a maximum of seven books at a time for a period of two weeks. For the safety of the materials and equipment, eating and/or drinking is prohibited in the media center and computer lab. Students are asked to enter and exit only through the main entrance.

The media center hours are from 7:30am until 3:30pm daily. It may also be open during break. During class time, no personal computing or socializing is allowed. All students without direct staff supervision must have a media center pass signed by a staff member. This includes any off-campus students or teacher aides.

All students will be given a student account which will allow them computer access and give them a personal folder for saving school work. Students are encouraged to use USB jump or flash drives to save work. Students can ask to establish an e-mail account for use in sending attachments to teachers and home.

Game playing and personal business in the computer lab is allowed only during non-class periods such as lunch and before and after school. School related activities always take precedence over personal related use. No overly violent, explicit, or obscene sites are allowed. Certain use of social computer activities such as chatting or blogging also may be prohibited. The high school has the right to revoke individual computer privileges and or block certain web sites from being accessed on school computers. The computer lab's and media center's main function is to enhance student learning and provide resources to aid students in their growth as learners.



#### **XIV. OFF-LIMIT AREAS on CAMPUS**

The following areas are off-limits to students unless they are directly supervised by a staff member: *all parking areas and vehicles, the baseball, softball, track, and football fields including the dugouts and grandstands.*

#### **XV. OPEN CAMPUS LUNCH**

Junction City High School permits students to leave campus during lunch time. Open campus lunch can only be protected if it's respected, and it may be denied individually or collectively. **Leaving campus at any time outside the lunch period violates the Closed Campus policy (see page 22) and risks the loss of open campus lunch time.**

Students purchasing food items in the cafeteria are expected to dispose/recycle their trash in an appropriate container, especially before leaving campus.

**Respect our neighborhoods ...**

**WE CONTROL what the neighbors think about us – so let's think about us, too.**

**It's about showing respect in how, when, and where – It's about the way we choose to act.**

**It's about serious, public "street cred" – JC kids are respectful and keep it clean.**

\* From [www.wisegeek.com/what-is-street-cred.htm](http://www.wisegeek.com/what-is-street-cred.htm)

"... (R)espect is something one earns through tangible accomplishments, not empty posturing or superficial bragging. The truest measure of a person's trustworthiness and expertise is often expressed as his or her *street cred*, short for "street credibility." Street cred can mark the difference between a talented (person) and someone who's only posing, or deliberately exaggerating their skills."

#### **XVI. RECORDS TRANSFER**

The Registrar will transfer appropriate student records to another school upon written request from the parent/guardian or any student or former student 18 years of age or older.

#### **XVII. SEARCH and SEIZURE**

##### **General Searches**

A general search of school properties, including but not limited to lockers or desks may occur at any time.

##### **Individual Searches**

School officials may search a student, his/her personal property, and school properties assigned to the student whenever there is **reasonable suspicion** to believe that there is evidence of a violation of law, school board policy, or administrative policy. School officials may also search students when information exists regarding an emergency or dangerous circumstance. Searches may take place at any time the student is on school property or under the jurisdiction of the school.

##### **Seizure**

Unlawful items which provide evidence of any violation of school policy, or items belonging to the school, may be seized. Seized items may be turned over to law enforcement agencies or returned to their rightful owners as appropriate. In the case of general searches, students will be notified the searches have occurred and of any items seized. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

## **XVIII. SKATEBOARDS, ROLLERBLADES and BICYCLES**

Skateboards, rollerblades and bicycles may be ridden to school. *However, when on campus, skates and skateboards must be carried and bicycles walked.*

*Rollerblades and skateboards are to be kept in student's locker and bicycles must be parked in the designated area on school grounds and should be locked.*

Skateboards are not to be ridden on District property at any time. All students and nonstudents under the age of sixteen (16) must wear a helmet as required by law. Parents are responsible for instructing their children in bicycle safety.

Violators will have their rollerblades or skateboards confiscated and are subject to punishment for insubordination if the problem continues. Law enforcement officials may be notified. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

## **XIX. STUDENT BODY CARDS**

**All students must purchase an identification card for \$20.** Students should have their ID card in their possession at all times and present their card to staff members upon request. The bar code on the back of the ID card is used to check out books in the media center. Except during District and State Playoff games, a JCHS Student Body Card enables students to attend all home athletic events free of charge.

In addition, other JCHS activities and most away athletic events offer reduced rates for students with a Student Body Card. Students must present their identification cards to receive student rates rather than adult rates at athletic contests and *will be expected to pay full price to attend dances and other school events if the card is not in their possession.* The income from the sale of Student Body Cards supports student activities. Cards will be replaced at a cost of \$2.00.

## **XX. DISCRIMINATION**

All students have the right to expect and receive an equal chance to benefit from the best educational program the District can provide and be free from behaviors -- insults, threats, intimidation, coercion and harassment -- that violate the policies of this District and laws against discrimination and/or harassment.

***Discrimination*** means any word or act that unreasonably differentiates treatment or provision of educational programs, services, benefits, or other aid based on disability, national origin, race, religion, sex, sexual orientation, age, marital status, or any other group affiliation or non-affiliation.

***Harassment*** is behavior that is unwanted and repeated. The intent of the person engaged in the behavior is not the standard or a defense. It is how the other person feels about the words or acts. It may even be sexual harassment if other people in the area who observe the behavior find it offensive and unwelcome.

**Harassment, including cyberbullying:** The District prohibits any form of harassment, intimidation, or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Harassment, intimidation, bullying, and/or cyberbullying by students, staff, or third parties toward students are strictly prohibited and shall not be tolerated in the District.

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, bullying, intimidation, harassment, or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, source of income, or disability.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or District equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means harassment, intimidation, menacing, bullying, or acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation, menacing, bullying, or acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Building administrators will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying, or acts of cyberbullying. Any student or employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building administrator who will contact the District Human Rights Officer and Superintendent, who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate District official.

Complaints against the principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board chair.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any harassment, intimidation, menacing, bullying, or acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the building principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The District official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within ten (10) working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents, as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) working days after receipt of the Step 2 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's appeal within ten (10) working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within five (5) working days after receipt of the Step 3 decision. The Board shall, at their next scheduled regular or special Board meeting, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's educational records.

**Sexual Harassment:** Sexual harassment is a form of discrimination based on gender. Specifically, it consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or communication of a sexual nature in the workplace or school when:

1. Submission to that conduct or communication is made a term or condition, either stated or implied, of obtaining or retaining an education or employment; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating an intimidating, hostile, or offensive education or employment environment.

*If you feel you are being harassed,  
let the person know that you wish her or him to stop.*

*Report harassment to school personnel immediately.*

*The District Human Rights Officer, Katie Bradford,  
whose office is located in the District Office, will be notified of any  
allegations of discrimination or sexual harassment.*

## **XXI. STUDENT RIGHTS and RESPONSIBILITIES**

1. Civil rights-including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate others.
2. The right to attend 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 her/his rights; the responsibility to observe school rules.
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.

## **XXII. TELEPHONES**

School telephones are for business or emergency calls only and not for general student use. (See also VII. ELECTRONIC DEVICES in this section.)

*Students will not be excused from class to use the phone or answer phone calls made to the office.  
Only emergency messages will be delivered to students.*

## **XXIII. TEXTBOOKS**

Textbooks are loaned to students without cost by Junction City High School. Students are responsible for the books and are required to pay for any loss or damage.

## **XXIV. VISITORS**

Parents are welcome to visit school anytime. When parents are picking up a student they will be asked to wait in the office. Only teachers are allowed to have guests/visitors in their classrooms. Students will not be allowed to bring visitors.

*Except for educational purposes, visitors will not be allowed.  
Students will not be allowed to bring younger brothers and/or sisters to school for daycare purposes.*

Alumni wishing to visit former teachers should contact the teacher by phone or email to arrange the visit during the teacher's preparation period, lunch, or outside school hours. The teacher should notify the West Wing Office prior to the visit. Otherwise, alumni will not be allowed to visit. Visitor passes may be obtained in the West Wing office.

## **XXV. VEHICLES**

The operating and parking of a motor vehicle at JCHS is considered a privilege for students who are licensed drivers. To maintain that privilege, students must follow the rules and regulations associated with driving on campus. The privilege may be lost for improper parking, unsafe driving, or violation of closed campus rules. Driving to and from the West Wing and East Wing buildings during or between classes is discouraged. Class passing time has been structured so that students have plenty of time to walk across campus to reach their class. *Students are not allowed to loiter in vehicles during class time, and are **not** to be on campus during Release Time or Off Campus periods.*

Any vehicle parked on campus during the school day must have a Junction City High School parking pass on the inside of the driver's side windshield. **Parking passes cost \$20.00** and can be purchased during registration or from the East Wing Office.

Improperly parked vehicles or vehicles without passes may be towed at owner expense.

### **Where Parking is Permitted**

Parking is allowed on the gravel lot to the west side of campus (near the football field), in marked spaces in the main lot, the Pitney Lot, and on the following streets: 6th, Maple, Nyssa in accordance with local law.

### **Where Parking is Prohibited**

There is no student parking in front of the West Wing Office (North side of the building), in the gravel area between East Wing, YTP Building (Old Brick Building), weight room, and cafeteria, or in the District Office lot (behind the Counseling Center).

Do not park in any "No Parking" area, Loading Zone, fire lanes, or the area under the sawdust hopper next to the wood shop.

# Services

## **I. STUDENT SUPPORT TEAM**

The Student Support Team is an intervention and support group focused on helping to promote student academic success, healthy well-being, and substance abuse prevention.

If you have concern about a student's possible substance use, the Student Support Team is an appropriate place to send your concern. Referral forms can be found in the Counseling Center, West Wing Office, Room 1, and on the school website at [www.jchigh.org](http://www.jchigh.org). Referrals can be made anonymously and ***all information is strictly confidential***. Completed forms may be submitted to any staff member or student.

If a student peer is intoxicated or under the influence of drugs, a prompt report to any staff member is encouraged in order to get the student appropriate help and support. ***All information is strictly confidential***.

## **II. HEALTH SERVICES**

A registered nurse is on campus one day per week and available on call every school day. The health room is located in the Attendance Office (Room 1). It is designed for urgent care.

***If a student is ill for more than a period, he/she will be sent home whenever possible.***

***Students who become ill must obtain a hall pass before reporting to the Health Room.***

## **Accidents and Injuries**

Any student injured during the school day or on school grounds needs to report the injury to a staff member as soon as possible. An accident report should be completed within 24 hours of the incident. Completed forms should be filed with the Head Secretary in the West Wing Office.

## **Medication**

When students are required to take medication during school hours, authorized school personnel may administer medication when the following requirements are met:

- ***Medication is in its original, properly labeled container,***
- ***The name of the student is on label for prescription medications,***
- ***Name of the drug, dosage and time interval are indicated, or***
- ***A parent has provided written permission and instructions for nonprescription medications.***

Self-administration of any substance may be permitted only with written request from parent and approval by an administrator. The District reserves the right to reject a request to administer any medication when the medication is not necessary for the student to remain in school.



### III. FOOD SERVICES

Our food service workers prepare meals for breakfast, break and lunch every school day. Students are required to establish a cafeteria account before services are available. Free and reduced meals are available for qualifying families. Applications are available in the counseling center.

Students are expected to bus their own tables and clean up any mess they create including items that may have been dropped on the floor. Place garbage in the appropriate containers.

*Students leaving messes will be assigned clean-up detail.*

*The privilege of eating in other locations on campus is allowed, but it may be revoked if litter becomes a problem.*

### IV. COUNSELING SERVICES

The counseling office is located in the West Wing and guidance services are available to every JCHS student. The Counseling and College Center staff can offer assistance in the following areas:

#### Academic

- > College and scholarship information
- > Planned Program development
- > Transcript review
- > Testing and skills assessments
- > Learning problems
- > Alternative educational opportunities

#### Personal (confidential)

- > Family situations
- > Drug and alcohol concerns
- > Peer issues
- > Decision-making
- > Study skills

#### Career

- > Career information
- > Military assessment and information
- > Interest inventories
- > Trade school information

## **DISCIPLINE PHILOSOPHY**

Ideal discipline is self-directed and self-controlled. It is expected that everyone who comes to Junction City High School has something to accomplish.

Discipline should be a cooperative effort between the school and parents to enable students to develop the self-discipline necessary to function successfully in educational, work-place, and social environments. Discipline is used to address poor behavior with consequences intended to promote positive behavior. Students should understand that any staff member has the authority and responsibility to correct misconduct at any time.

Individuals choose to declare themselves in opposition to the best interests of the entire student body when they 1) demonstrate, by word or action, disregard for the rights, dignity, or safety of others ... 2) disrupt learning and teaching with off-task and attention-seeking behaviors (including Chronic Tardiness) ... or 3) defy school regulations, policies, and procedures.

Some individuals rationalize their behaviors. They convince themselves that any disrespect justifies an “over the top” response in return. Rather than restoring respect, however, they disrespect the rights of the larger school community, of students and staff, to work in a safe, orderly, and efficient place of achievement.

Therefore, individuals or groups who choose tactics/actions which are contrary to the school and its mission cannot expect to be forgiven without penalty. Those who repeatedly act in defiance of an orderly society can expect harsher consequences.

*Students are expected to become familiar with the policies and procedures in the Junction City School District Student Conduct Code and the Junction City High School rules/regulations in this handbook.*

## **OFF-CAMPUS PROVISIONS**

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. Discipline of students in violation of this provision may include suspension or expulsion, depending on the severity of the student’s action.

## **BEHAVIORS and CONSEQUENCES**

Behavior violations at Junction City High School are classified according to severity and type. Each may be treated differently in terms of response. Consequences may range from teacher assigned classroom detention at the minor levels, to in- or out-of-school suspension, and expulsion at the major levels and for repeat offenders. In-School suspension (ISS) will be assigned and students, as well as parents will be notified when they are to serve their time.

### **Level 1 Violations**

Level 1 violations are managed by teaching staff. Teachers will work to correct behaviors occurring at this level. Depending on the violation, staff may be required to notify and/or involve parents in efforts to modify inappropriate student behaviors (e.g., plagiarism/academic dishonesty).

Level 1 violations include, but are not limited to:

- |  |                                  |
|--|----------------------------------|
| > <i>tardies</i>                             | > <i>lateness</i>                |
| > <i>dress &amp; grooming violations</i>     | > <i>hall pass violations</i>    |
| > <i>poor behavior/effort</i>                | > <i>plagiarism</i>              |
| > <i>inappropriate displays of affection</i> | > <i>minor safety violations</i> |
| > <i>leaving class without permission</i>    | > <i>disruption</i>              |

## **Level 2**

Level 2 violations are of a more serious nature. They involve behaviors that must be addressed immediately to preserve the educational setting. They require a written *Office Discipline Referral* and require an administrator to assign a consequence as suggested below.

Based on the severity of the infraction or repeated violations, these offenses may be considered Level 3.

### ***Abusive Language***

- Step 1 = Suspension 1-5 days
- Step 2 = Suspension 5-10 days or Level 4 placement

### ***Accessory to Action***

A student may be an Accessory to Action by remaining present during a violation of the Student Handbook. Those who instigate, encourage, or support others in violation of the Student Handbook will share responsibility and consequences may match the infraction penalty.

**To avoid becoming an accessory, students should depart the situation immediately and report the violation to a staff member.**

### ***Alcohol***

See **Level 4** at the end of this section.

### ***Arson/Combustible/Incendiary Device***

Suspension 10 days and recommendation for expulsion; Law enforcement officials notified.

### ***Athletic / Activity Code Violations***

Violations of the Student Conduct Code will be subject to school-based and athletic code consequences.

### ***Bus Violations***

Bus drivers shall be in full authority of the bus and its passengers. Pupils, who refuse to obey promptly the directions of the driver or refuse to obey bus regulations, may forfeit their privilege to ride on the bus. Students may also receive consequences in accordance with the Bus and Student Conduct Code.

### ***Computer Violations***

Junction City High School has computer use guidelines that address proper usage of school computers; violations can lead to loss of computer privileges for up to one year.

- Step 1 = Detention/ ISS/ loss of computer privileges up to one trimester.
- Step 2 = Suspension; loss of computer privileges up to one year.

### ***Cyberbullying / Harassment / Intimidation / Threat / Coercion / Bullying***

- Step 1 = Suspension 1-5 days
- Step 2 = Suspension 5-10 days; level 4 placement

### ***Detention/ISS Behavior Expectation Violation***

- Step 1 = Detention doubled; attendance expected following scheduled day
- Step 2 = ISS / Suspension 1-5 days.
- Step 3 = Suspension 5-10 days; Level 3 Probationary Status placement

### ***Disruptive Behavior/Disorderly Conduct***

- Step 1 = Detention/ ISS
- Step 2 = Suspension 1-5 days.

### ***Drugs and Drug Paraphernalia***

See **Level 4** at the end of this section.

### ***Excessive Display of Affection-Immodest touching, kissing, or hugging is discouraged.***

- Step 1 = Detention/ ISS
- Step 2 = Suspension 1-5 days.

### ***Extortion***

- Step 1 = Suspension 1-5 days. Law enforcement officials notified
- Step 2 = Suspension 5-10 days or placement at Level 4

### ***False Alarm/Bomb Threat***

- Step 1 = Suspension 5-10 days or placement at Level 4; law enforcement officials notified

### ***False Name/Lying-Refusing to give name or giving a false name or lying to school personnel***

- Step 1 = Suspension 1-5 days.
- Step 2 = Suspension 5-10 days.

### ***False Report-Providing false or inaccurate report of theft, threat or other actions***

- Step 1 = Detention/ISS or Suspension 1-5 days, depending on the severity.
- Step 2 = Suspension 1-10 days.

### ***Fighting/Battery/Physical Attack/Harm***

- Step 1 = Suspension 3-5 days. Law enforcement may be notified
- Step 2 = Suspension 5-10 days or placement at Level 4; law enforcement may be notified
- Step 3 = Level 4 placement; law enforcement may be notified

### ***Fighting/Physical Mutual Altercation***

- Step 1 = Suspension 3-5 days. Law enforcement may be notified
- Step 2 = Suspension 5-10 days or placement at Level 4; law enforcement may be notified
- Step 3 = Level 4 placement; law enforcement may be notified

### ***Forgery/False Telephone Call***

- Step 1 = Detention/ ISS
- Step 2 = Suspension 1-5 days
- Step 3 = Suspension 5-10 days or Level 4 placement

### ***Hall Pass Violation***

- Step 1 = Detention/ ISS
- Step 2 = Suspension 1-5 days; placement on No Hall Pass list
- Step 3 = Suspension 5-10 days or Level 4 placement

### ***Insubordination/Defiance of School Authority/Disobedience***

- Step 1 = Suspension 1-5 days
- Step 2 = Suspension 5-10 days
- Step 3 = Placement at Level 4

### ***Interference with Campus Security Systems***

Interference with or impairment of any security-related items (e.g., cameras, gates, locks, fencing) may also be liable for expenses.

Step 1 = Suspension 1-5 days; restitution; law enforcement officials notified

Step 2 = Placement at Level 4; law enforcement officials notified

### ***Leaving Class without Permission***

Step 1 = Detention/ ISS

Step 2 = Suspension 1-5 days

Step 3 = Suspension 5-10 days or Level 4 placement

### ***Off-Limits Area on Campus***

Step 1 = Detention/ ISS

Step 2 = Suspension 1-5 days

Step 3 = Suspension 5-10 days or Level 4 placement

### ***Out-of-School Suspension Violation***

Suspension 1-5 days

### ***Personal Behavior Plan Violation***

Consequences to be assigned according to plan or behavior codes

### ***Physical Altercation (minor/pushing and shoving)***

Step 1 = Suspension 1-3 days. Law enforcement may be notified

Step 2 = Suspension 5-10 days or placement at Level 4; law enforcement may be notified

Step 3 = Level 4 placement; law enforcement may be notified

### ***Plagiarism/Academic Dishonesty***

Step 1 = Assignment of zero on assignment /test; parents notified

Step 2 = Removal from class with an F or no credit

### ***Possession of Inappropriate Object***

Step 1 = Detention/ ISS

Step 2 = Suspension 1-5 days

Step 3 = Suspension 5-10 days or placement at level 4

### ***Profanity/Obscene Behavior/Pornography/ (Action, language, written)***

Step 1 = Detention/ISS or Suspension 1-5 days depending on the severity.

### ***Profanity or Inappropriate Remarks toward a Staff Member – No Excuses***

Step 1 = Suspension 1-5 days

Step 2 = Suspension 5-10 days or Level 4 Placement

### ***Release Time Violation***

Step 1 = Detention/ ISS

Step 2 = Suspension 1-3 days. Loss of release privilege

***Safety Violation***

Detention/ ISS or suspension 1-5 days  
Possible removal from class with grade of F or no credit

***Tardy Violation***

After school Detention or ISS– bring work or study materials.

***Theft***

Step 1 = Suspension 1-5 days. Law enforcement officials notified  
Step 2 = Suspension 5-10 days or Level 4 placement

***Tobacco- Possession or Use of tobacco products or replicas (e-cig/vape pen) within 1000 feet of District property or at any school event***

Step 1 = Suspension 1 day; law enforcement officials notified  
Step 2 = Suspension 1-5 days; law enforcement notified, CARE team recommendation  
Step 3 = Suspension 5-10 days or Level 4 placement; CARE team recommendation

***Truancy***

Detention/ ISS for an amount of time equal to or greater than the amount of class time missed.

***Unexcused Absence***

Detention/ ISS for an amount of time equal to class time missed.

***Unsatisfactory/Inappropriate Behavior***

Step 1 = Detention/ISS  
Step 2 = Suspension 1-5 days  
Step 3 = Placement at Level 4

***Vandalism***

Students who damage school or personal property intentionally or accidentally may be liable for expenses related to their behavior.

Step 1 = Suspension 5-10 days; restitution; law enforcement officials notified.  
Step 2 = Placement at Level 4; law officials notified

***Vehicle/Parking Violations***

Step 1 = Suspension of on-campus driving /parking privileges for 1-3 weeks  
Step 2 = Suspension of on-campus driving/parking privileges for remainder of Trimester  
Step 3 = Suspension of on-campus driving /parking privileges for remainder of school year; vehicle may be towed; law enforcement officials will be notified when traffic laws are violated on school grounds

***Voluntary Work Crew Violation***

Step 1 = One day suspension  
Step 2 = Suspension 2-5 days  
Step 3 = Suspension 5-10 days; placement at Level 4

### **Level 3**

Students with excessive violations will be placed at Level 3 ***Probationary Status***. Placement at Level 3 may be made by the CARE team on the basis of multiple level 2 violations. The Student Support team may revise the schedule of the student or take other appropriate action to prevent future violations..

### ***Detention/ISS Violations***

Students accumulating 3 combined detention violations will be placed on ***Probationary Status***.

### **Level 4**

A student may be declared ***Refractory*** following his/her second suspension at Level 3 or at the discretion of administration based on repeated and severe nature of the level 2 offense. The student may be recommended for alternate placement or an expulsion hearing.

### ***Drugs/Alcohol***

Possession, use, consumption or evidence of off-campus consumption, selling, distribution of drugs or alcohol, will result in notification of parent/guardian and law enforcement as well as immediate suspension pending a hearing to determine expulsion and/or the conditions required before the student returns to school. Student Support Team will be notified and may make a recommendation. A second drug/alcohol violation will result in a direct recommendation for expulsion. The possession of drug paraphernalia or representation also falls under this policy consistent with Junction City School Board Policy: JFCH

### ***Weapons/Look-alike Weapons***

Possession of any weapon, instrument or object used to inflict harm or intimidation, or weapon replica on campus will result in immediate suspension pending an expulsion hearing; law enforcement officials will be notified.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District's replicas prohibition **may** be granted only with prior principal approval for certain curriculum or school related activities under this policy consistent with Junction City School Board Policy: JFCJ

## **OTHER BEHAVIORS and CONSEQUENCES**

### ***End of the Year Behavior***

Unsatisfactory behavior at the end of the school year can result in suspension from school, with final exams to be taken after the school year is completed. If unsatisfactory behavior occurs too late to effectively implement consequences, the student will be subject to those consequences at the beginning of the next school year. Seniors may be prevented from taking part in graduation activities, including commencement ceremonies.

# Appendix A



## **JUNCTION CITY HIGH SCHOOL CODE AND RULES FOR ATHLETIC & CO-CURRICULAR ACTIVITIES**

### ***PHILOSOPHY***

Junction City School District believes (1) that athletics and co-curricular activities advance student learning and engagement, (2) that such participation is both a choice and a privilege, and (3) that the value to the individual stems from the pursuit of common goals with supportive peers who hold each other accountable along the way.

### **CONDITIONS FOR PARTICIPATION**

The agreement obligates the student to abide by the JCHS Student Code of Conduct, the JCHS Code and Rules for Athletic and Co-Curricular Activities, the rules of the Oregon School Activities Association (OSAA), Junction City School District Policy, and State law. This agreement shall remain continuously in effect until the student graduates from high school.

Before a student participates in athletics or co-curricular activities, the student and a parent must complete all paperwork and sign the participation agreement annually. Students are accountable to the rules in place at the time when the participation agreement is signed and submitted. Additional expectations or rules which are unique to a particular sport or activity may be established by the head coach or advisor.

Activities required as part of an instructional program are not bound by these rules.

Transportation Rule – Student participants are required to ride to and from all events on school transportation. Parents may pick up their daughter or son after contests in person. A participant may ride home with another adult only if prearranged in writing with administrative approval PRIOR to departing for the event. Student participants are not allowed to drive to or from contests (except in an extreme emergency with administrative approval).

### **STUDENT DRUG TESTING**

At Junction City High School, student athletes are subject to on-demand drug testing as a condition of participation. The cost of testing is included in the athletic participation fee.

Students will be tested by team at the beginning of each season or individually if they are absent when team testing is conducted. Blind drawings representing a sample of in-season athletes will take place at random intervals as authorized under JCS Policy JFCIA-R.

The urine collection process will be consistent with the manufacturer's recommendations and conducted in a manner that maintains student privacy and confidential parent notification.

A positive test result may be contested in writing within 72 hours of notification (must be countersigned by a parent if the student is under 18 years). If laboratory analysis confirms the positive test, the family is responsible for the additional cost. The school will pay the additional cost if the result is overturned.

### **GENERAL INFORMATION**

1. The Code and Rules for Athletics and Co-Curricular Activities applies to all JCHS Athletic Programs and school-sanctioned activities where students represent the school in public settings. Individuals participating in groups such as Student Body and Class Officers, Mr. Tiger organizers and participants, and school-sanctioned clubs must sign the JCHS participation agreement and follow the Code of Conduct and Zero Tolerance provisions of this code. Members of these groups are not subject to drug testing.

Students selected for special recognition such as eligibility for the Homecoming Court, Mr. Frost, and/or overnight school-sponsored trips must be in good standing, have no in- or out-of-school suspensions in the current school year, and be in compliance with the Zero Tolerance Policies. Students in these groups are not subject to drug testing.

2. Athletes are expected to report for practice on the first official day of practice for the sports season (except when sport seasons run together, when one week off is permitted if the athlete so chooses). An unexcused absence from the first practice will cause the athlete to be held out of the first contest. This penalty shall be served separately from #5 (below). All students must participate in nine (9) days of practice before dressing for competition.

3. INJURIES (athletics only) – A student who has seen a physician for an injury must present a written release to the Trainer or Athletic Director before returning to athletic competition. In the event of a concussion, refer to the section on ImpACT and Head Trauma and OSAA Return to Participation Form (below).

4A. ATTENDANCE ON THE DAY OF A CONTEST – Students must attend all classes on the day of a contest to be eligible to compete. Exceptions must be approved 24 hours in advance by a school administrator.

4B. ATTENDANCE (Non-Contest Days) – Students will have a grace period of one week to resolve an absence or miss the next scheduled contest. Absences may be excused for reasons documented in the Student Code of Conduct (Handbook).

4C. MISSED PRACTICES / TEAM FUNCTIONS / GAMES – Coaches will establish expectations and consequences governing absences including, but not limited to, illness and family or personal reasons (e.g., vacation, family emergencies, club sports, work, etc.).

5. TRANSCRIPT GRADES – Students must pass four classes (2.0 credits) in the prior grading period to be eligible to participate; students must miss the first contest in the next athletic season if she/he fails a class in the previous grading period (penalty applied per #2 above).

6. PROGRESS REPORTS – Students who are not passing (F/NP) one or more scheduled classes when mid-term progress reports will have a grace period of one week to demonstrate good academic standing before becoming ineligible for competition (verified by teacher signature). Ineligible students will regain eligibility when all coursework is in good standing.

7. ON-TRACK TO GRADUATE – Students must maintain progress toward graduation based on OSAA/JCSD credit thresholds at each grade level. Each fall, Seniors must begin the school year with 18.5 credits; Juniors must have 11.0 credits; Sophomores must have 4.5 credits. Ineligible students may discuss their status with the athletic director and high school administration. A Hardship Appeal may be filed based on the merits of each case.

8. Any athlete ejected from a contest must miss the next contest (OSAA Rule) and pay the OSAA fine before returning to play. An athlete ejected from an out-of-season, school sanctioned contest (e.g., summer basketball or 6-vs-6 soccer) may miss the next contest including regular season play if applicable).

9. Student-Athletes must have adequate health and accident insurance, purchase a Student Body Card, pay the appropriate participation and drug testing fees, and pass the required physical examination using the OSAA School Sports Pre-Participation Examination Form (required every two years, preferably grades 9 and 11). Athletes must complete and submit all paperwork before participating in practice sessions. Consequence is a minimum of one athletic contest. Non-athletes are exempt from this rule.

10. Student participants will be held responsible for all issued equipment and will be expected to return same in good condition on time. Students will be charged replacement costs for lost or damaged equipment. Students must return equipment or pay equipment charges within one calendar week after a season is concluded or be ineligible to practice/compete.

11. The head coach of each sport shall establish general appearance rules for her/his sport. When representing JCHS, a student participant is expected to be neat, clean and appropriately dressed. Students who violate this rule will be subject to disciplinary action by the head coach.

12. POST-SEASON AWARDS – Post-season recognition is at the discretion of the head coach and includes, but may not be limited to school letters, certificates, team, and individual awards.

13. REFUNDS – Students who are unable to complete an athletic season for reasons beyond her/his control (e.g., season-ending injury, out-of-district move) will be refunded a pro-rated portion of their paid participation fee (calculated by the number of days remaining divided by the total number of days from first practice to last regular season contest).

Students who withdraw from a sport before the first contest will receive a full refund of paid participation fees. Students who withdraw during the first 30 days of the season (from the date of the first practice) will receive a 33% refund of paid fees. No refunds after 30 days.

### **STUDENT CODE OF CONDUCT VIOLATIONS**

The Student Code of Conduct remains in effect for ALL students from the first day of fall practice each school year through the last school day or school-sanctioned/coached offseason activities (whichever is later). Consequences for Code of Conduct violations come into force when a student receives an out-of-school suspension, and may be applied for a second Level Two Office Discipline Referral.

The disciplinary scale will reset at the beginning of fall practice each year. Infractions committed at the end of the school year may be penalized in the following year. Activity Advisors should develop an equivalent consequence ladder that fits the nature of the activity for Student Code of Conduct violations.

### **STUDENT CODE OF CONDUCT CONSEQUENCE LADDER**

**FIRST OFFENSE** – The student will be suspended from the next competition or activity and placed on Code Probation – Step One. Student may continue to practice/participate with the approval of the Head Coach or Advisor.

**SECOND OFFENSE** – The student will be suspended from the competition or activity for a maximum of four weeks, and placed on Code Probation – Step Two. Student may continue to practice/participate with the approval of the Head Coach or Advisor. If the consequence extends beyond the end of the season/activity, the student may be excused from team activities, and the time missed will continue to count toward the suspension period. Any remaining time may be applied to the next season or activity.

**THIRD OFFENSE** – The student will be removed for a period not to exceed one calendar year. Students may appeal consequences of a second or third offense (Appeal Process below).

## **ZERO TOLERANCE POLICIES**

Violations of Junction City School Board Policy as well as applicable State and Federal Law threaten the health and/or well-being of students and display a general disregard for the collective reputation of JCHS students and programs.

The following are violations of the Zero Tolerance Policies for Junction City athletics and activities:

1. Use, possession, or socializing in the presence of tobacco or tobacco-related products (Policy JFCG), Alcohol (Policy JFCH), or illegal chemical substances and unlawful drugs (as defined in Policy JFCI or Oregon law). A student may be found in violation of this policy based on evidence gathered from social media, investigations, police reports, or a positive drug test.

Under Oregon Law ORS 471.430(1), a parent or legal guardian must be physically present to exempt a student from discipline for attending a gathering where alcohol or tobacco are present.

2. Hazing, harassment, bullying, cyberbullying, intimidation, and menacing (Policy JFCF) including retaliation against students who report a Zero Tolerance Policy violation.

3. Theft of property (school or others), or property damage / vandalism (whether by negligence or purposeful intent). Student may be referred directly to the Second Offense Consequence.

4. Distribution of prohibited substances (see #1 above) or conviction for any felony offense. Student may be referred directly to the Third Offense Consequence.

Students are advised to avoid situations that put them in violation of a Zero Tolerance Policy.

**The required response is to 1) depart the situation immediately or contact a parent immediately for assistance, and 2) notify a coach within 24 hours, and 3) report time, place, and event details to an administrator at the beginning of the next school day.**

Students may appeal the consequences of a Zero Tolerance violation (see below).

## **ZERO TOLERANCE CONSEQUENCE LADDER**

Students found in violation of a Zero Tolerance Policy will be suspended from participation and may be directed to participate in an initial substance abuse assessment.

**First Offense** – Suspension from competition for four (4) rolling weeks\* and placement on Zero Tolerance probation at step one. Students will be referred to Looking Glass for an initial drug/alcohol Assessment at district expense. Families may choose another healthcare provider at their own expense. Follow up treatment will be at family expense. Non-Athletes will be subject to penalties set in advance of the activity advisor.

**Second Offense** – Suspension from participation for not more than one calendar year and placement on Zero Tolerance probation at step two, and a drug/alcohol assessment as described under First Offense. The student may resume practices at the beginning of the sport season in which he/she will regain eligibility.

**Third Offense** – The student is no longer eligible to participate in any Junction City athletic or co-curricular program.

\*Rolling Week example: If an athlete is notified of a suspension on Tuesday, the first week of the suspension will run through the following Monday. Bye weeks and time between athletic seasons do not count toward the suspension period. The Tuesday through Monday cycle will repeat for three additional weeks.

**During suspension periods**, participation in practice and team activities is permitted at the discretion of the head coach or advisor. When a suspension extends beyond the end of a season, the head coach may excuse the athlete from team activities and allow the time missed to count toward the suspension.

Students are encourage to participate in off-season camps, developmental programs (e.g., spring soccer and football, summer basketball), and pre-season practices and conditioning (e.g., daily doubles). Such activities will not count toward the four weeks of suspension from competition. Off-season contests do not count toward the suspension period, and students are permitted to participate (e.g., summer league basketball, 6-vs-6 soccer tournament, football passing league, etc.).

If a student quits a sport while suspended from competition, the remainder of the suspension will carry forward and be applied to the next sport season in which he/she has historically participated.

Consequences for off-season violations will be enforced from the date of the administrative decision into the next sport season in which the athlete has historically participated. Students are not permitted to turn out for a new sport while suspended from competition.

## **DISPUTE RESOLUTION**

When disagreements cannot be resolved at the team or program level to the satisfaction of all parties, concerns may be referred to the Athletic Director. The Athletic Director may consult with school administrators on a case-by-case basis.

## **APPEAL PROCESS**

1. A student who is suspended from participation (beyond one contest) for violating team rules, the Student Code of Conduct, or the Zero Tolerance Policies, he or she will be notified of his/her right to appeal at the time the suspension goes into effect.
2. A request for appeal must be made in writing no more than three business days after notification of suspension. The request should state the specific reason for the appeal. A parent/guardian must countersign the request for a student under 18 years of age on the date of the alleged infraction.
3. Within three business days from the receipt of the written request an administrator will schedule and notify the student and his/her representative of the date and time of the Hearing.
4. The appeal hearing will convene no more than seven calendar days from the receipt of the written request. The hearing will be conducted by the District Hearings Officer.

## **IMPACT AND HEAD TRAUMA**

The ImPACT Testing Program helps JCHS safely manage an athlete's return to play after an injury and more specifically after a head injury. Please look over this information.

### **What is ImPACT?**

ImPACT stands for Immediate Post-concussion Assessment and Cognitive Test. It is a sophisticated software program that helps sports-medicine clinicians evaluate recovery following concussion. ImPACT is a computer test that evaluates multiple aspects of neurocognitive functioning including memory, brain processing speed, reaction time and post-concussive symptoms.

ImPACT is currently the most widely utilized computerized concussion management program in the world and has been implemented effectively for high school, collegiate, and professional athletes. This program was developed by research neuropsychologists, neurologists and physicians at the University of Pittsburgh Medical Center (UPMC).

### **Baseline ImPACT Testing**

A baseline ImPACT test is required as a condition of participation for all athletes and consent to conduct the test is given when the paperwork for Athletic and Co-Curricular Rules is signed.

The baseline test takes approximately 30 minutes and is similar to giving the brain a physical for the purpose of establishing normal levels of performance.

### **Post-Concussion ImPACT Testing**

After an athlete suffers a concussion, a medical evaluation is recommended followed by a "post-concussion" ImPACT test. Post-concussion testing should be taken within 48 to 72 hours after the injury. Additional diagnostic testing may be ordered, such as a MRI or a CT scan, to rule out structural injury to the skull or brain. In spite of the fact that these tests are usually normal, a serious concussion may still have occurred.

In the event that an athlete has not taken a baseline test, ImPACT Inc. has established normative data that is age and gender specific. These norms can be used to assist in evaluating a concussed athlete's recovery, but they do not replace the value of an athlete's personal baseline test.

After a suspected head injury, an athlete will return to play based on ImPACT evaluation results and the recommendation of the Junction City High School Certified Athletic Trainer or designee. If necessary, the athletic trainer will consult with a physician. An athlete will not be permitted to return to play solely on the recommendation of a physician.

If you have questions concerning the ImPACT Program, please contact: Craig Rothenberger, 998-3521, or email: [crothenberger@junctioncity.k12.or.us](mailto:crothenberger@junctioncity.k12.or.us)

## **ImPACT assists in:**

### **• Protecting the Student-Athlete**

- Determining safe return to sport
- Preventing the cumulative effects of repeated concussions
- Providing objective data to help assess an athlete's recovery

### **• Baseline Test:**

- The base line test is a pre-injury measurement of an athlete's cognitive function.
- Should an athlete sustain a concussion, post-injury tests can be compared to a baseline data and provide valuable information that aids in the return-to-sport decision.
- Baseline tests are recommended for any athlete ages 13 and up and especially for those who participate in contact sports.

### **• Post-Concussion Test:**

- If a concussion occurs, a post-concussion test would be administered 48 to 72 hours after the injury, and interpreted by a medical physician.
- These results are then compared with the baseline data to assist in determining the degree of recovery. Additional post-injury tests may be required until complete recovery has occurred.
- The test is Internet-based and should be taken in a controlled setting. The test takes 30 minutes to complete. ImPACT is not a S.A.T or IQ test, but evaluates brain function.

Revised/Adopted 6/22/2015

Revised/Adopted 9/24/2014

Revised/Adopted 6/23/2014

Revised/Adopted 6/25/12

Revised/Adopted 6/20/11

Revision – Final, 6/23/08

Revised/Adopted 6/5/95

Proposed for Adoption 7/24/97

*A complete JCHS ATHLETIC CODE in written form is available upon request.*

# Appendix B



# JUNCTION CITY SCHOOL DISTRICT

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**POLICY: SUSPENSION**

**CODE: JGD**

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1. The Board authorizes student suspension for one or more of the following reasons:
  - 1.1 Willful violation of school regulations.
  - 1.2 Willful conduct which materially and substantially disrupts the rights of others to an education.
  - 1.3 Willful conduct which endangers the student, other students or staff members.
  - 1.4 Willful conduct which endangers school property.
2. Each suspension will include a statement of the reasons for suspension and the length of the suspension. A plan may be developed for readmission. No suspension shall extend beyond ten school days. The District may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students.
3. Students who are suspended may not attend after-school activities and athletic events, be present on District property without a parent, or participate in activities directed or sponsored by the District.

END OF POLICY

Legal References: ORS 339.240 - 339.250  
OAR 581-21-065

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**Adoption:                    October 23, 1995**  
**June 23, 1997**

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# Appendix C

# JUNCTION CITY SCHOOL DISTRICT

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**POLICY: EXPULSION**

**CODE: JGE**

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1. The purpose of an expulsion hearing shall be to determine the facts leading to a recommendation for a change in placement and to determine an appropriate educational placement for a student whose behavior has caused the placement to be called into question. Expulsion of a student shall not extend beyond one calendar year.
2. A school administrator may recommend expulsion and call for an expulsion hearing when:
  - 2.1 The student's behavior is a severe violation of the Student Conduct Code, which poses a clear and present danger.
  - 2.2 The student repeatedly violates the Student Conduct Code, such as to disrupt the orderly process of the school, and school discipline has failed to stop the violations.
  - 2.3 The student's attendance is so erratic the student is not benefiting from the educational program.
  - 2.4 The student's parent/guardian or person in parental relationship requests such a hearing.
3. The District superintendent or his/her designee shall act as the hearings officer in student expulsion hearings.
4. The parent, or student if eighteen (18) years of age or older, shall have the right to appeal the decision of the hearings officer to the District Board for review.
  - 4.1 If the decision of the hearings officer is appealed, the District Board shall be provided findings as to the facts and the decision of the hearings officer.
  - 4.2 When appealed, the District Board will affirm, modify, or rescind the decision of the hearings officer.

END OF POLICY

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Legal References: ORS 339.240 - 339.260

**Adoption:      November 22, 1993  
                      October 23, 1995  
                      June 23, 1997**

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*JCHS Pride*