

***LOWELL JR./SR. HIGH
HANDBOOK
2009/10***

**LOWELL SCHOOL DISTRICT NO. 71
DIRECTORY 2009-2010**

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District Secretary, Registrar, Student Records, and Attendance

Custodian

Food Service

Food Service

Library Tech

Library Tech

Science, NovaNet

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Social Studies, Government, Economics

Mathematics

Special Education

Youth Transitions Program Director, CWE

Drama, Choir & Band

Resource Room & Teacher Aide

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*School Psychologist

*Speech/Language Specialist

Grounds Maintenance

Facilities Maintenance/ Transportation Director

Technology /Food Service Coordinator

Class Advisors

7th Graders - John Boyle
8th Graders - Pat Todd
9th Graders - Pat Engelking
10th Graders - Liam Pilog
11th Graders - Toni Taylor
12th Graders - Brad Barnett



Introduction

This handbook is provided to furnish information and guidance to students, parents of students, and members of the faculty of Lowell Junior and Senior High School. New students and their parents will find it especially useful. Any patron of the Lowell School District may find the handbook to be a handy reference.

All students should be aware of the contents of this handbook. It is suggested that it be retained and used frequently to help answer questions as they arise.

All members of the Lowell High School faculty are expected to be familiar with the contents of the student handbook.

EQUAL EDUCATIONAL OPPORTUNITY

Lowell School District No. 71 is an equal educational opportunity institution and is committed to providing equal educational opportunity to all students regardless of race, religious beliefs, national origin, sex, age, marital status, or physical limitations.

MISSION

STUDENTS ARE OUR PRIMARY CONCERN; THEREFORE WE STRIVE TO ACHIEVE EDUCATIONAL EXCELLENCE IN A SECURE ENVIRONMENT, WHICH ENCOURAGES SELF-ESTEEM, CREATIVITY, RESPECT FOR DIVERSITY, RESPONSIBLE CITIZENSHIP, AND FAMILY/COMMUNITY PARTICIPATION IN A LIFELONG LEARNING PROCESS.

GUIDING PRINCIPLES

1. We believe that students are our primary concern. We believe that education is their right. For effective learning to take place students must have a secure environment in which their basic needs are met.
2. We believe students should learn the fundamental skills of task management. These include: planning a task, organizing steps to task completion, and evaluating results. In addition, we believe a positive work ethic is essential in today's competitive society.
3. We believe that basic educational goals should include, but not be limited to, history, communications, cultures, technology, arts, health, problem solving, mathematics, sciences, co-curricular activities, and global studies.
4. We believe that for effective education to take place it must involve cooperation and participation between family, school, and community.
5. We believe that creativity and adaptability must be encouraged in preparing students for their futures, that students should have the freedom to explore ideas, think for themselves, make independent decisions regarding vocational and career possibilities and regarding the duties of citizenship.
6. We believe in teaching students to value diversity and respect others. This includes balancing individual rights with the need to respect authority and to take responsibility for one's actions.
7. We believe the school should encourage personal integrity in students and assist in developing their self-esteem by offering them opportunities for success.
8. We believe that all students can learn if they are presented with a stimulating and challenging environment. Such an environment is essential in achieving excellence and developing lifelong learning habits.

“Lowell achieves excellence in education through pride, communication, and respect for all in a fun and safe environment.”

Learn Honor Succeed

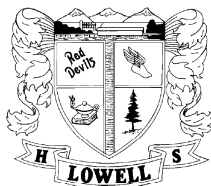
Learn: To acquire knowledge and skill through instruction and experience.

Honor: Integrity in one’s beliefs. Respect for others.

Succeed: To thrive, prosper and grow. To have the desired result.

Lowell School District is an **Equal Opportunity Employer**, complies with all state and federal rules and regulations, and does not discriminate on the basis of race, color, national origin, sex, marital status or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and grievance procedures may be directed to the school district’s Title IX/Section 504 Coordinator, Aaron Brown, at 65 South Pioneer Street, (541) 937-8405.

A copy of the District Policy is on file at the district office and is available upon request.



GENERAL INFORMATION

The School Doors open to the students (twenty minutes prior to the start of classes) at 7:40 AM. Students are expected to observe this opening time and to arrive no earlier. Students are to leave the buildings at the end of classes unless they are under the direct supervision of members of the faculty. Announcements will be read over the intercom each morning at the beginning of 1st Period or at the beginning of Focus period.

LOWELL JR/SR HIGH SCHOOL BELL SCHEDULES

<u>7th/8th Regular Schedule</u>	
1 st Period	8:00-8:50
BREAK	8:50-9:00
2 nd Period	9:04-9:54
3 rd Period	9:58-10:48
LUNCH	10:48-11:18
4 th Period	11:22-12:12
5 th Period	12:16-1:06
6 th Period	1:10-2:00
7 th Period	2:04-2:54
<u>7th/8th Focus Schedule</u>	
1 st Period	8:00-8:45
2 nd Period	8:49-9:34
BREAK	9:34-9:44
FOCUS	9:48-10:18
3 rd Period	10:22-11:07
LUNCH	11:07-11:37
4 th Period	11:41-12:26
5 th Period	12:31-1:16

<u>High School Regular Schedule</u>	
1 st Period	8:00-8:50
2 nd Period	8:54-9:44
BREAK	9:44-9:54
3 rd Period	9:58-10:48
4 th Period	10:52-11:42
LUNCH	11:42-12:12
5 th Period	12:16-1:06
6 th Period	1:10-2:00
7 th Period	2:04-2:54
<u>High School Focus Schedule</u>	
1 st Period	8:00-8:45
2 nd Period	8:49-9:34
FOCUS	9:38-10:08
BREAK	10:08-10:18
3 rd Period	10:22-11:07
4 th Period	11:11-11:56

** Focus Period will concentrate on Career Pathway requirements at least once per week.

The School Bell will ring four (4) minutes before the start of the first class period and four (4) minutes before the first afternoon class period. Thereafter the bell will ring at the start and at the end of each class period. Students are allowed a ten-minute break after second period. Passing time between all classes is four (4) minutes.

CLOSED CAMPUS

The campus is closed from the beginning of 1st period through 4th period and again from the beginning of 5th period through 7th period. **STUDENTS CHECKING OUT DURING THOSE TIMES MUST NOTIFY OFFICE STAFF AND SIGN OUT IN THE MAIN OFFICE. PARENT VERIFICATION OF AN EXCUSABLE REASON FOR THE ABSENCE MUST BE PROVIDED OR THE STUDENT MAY BE CONSIDERED TRUANT.** The exception to this is students whose daily schedule begins or ends at times other than 1st and 7th periods. **The campus is closed for 7th and 8th graders at all times.**

VISITORS

Parents are welcome to visit school and may sit in on classes with approval of the administration. Students are permitted to bring friends or relatives to school for the day as long as a visitor pass has been filled out and approved 24 hours in advance.

LOCKER RIGHTS AND RESPONSIBILITIES

Students are assigned lockers in the main hall and in the locker rooms for P.E. classes at the beginning of the year as co-tenants with the school district. This assignment is for the entire school year. School officials reserve the right to check any locker for missing school and library books, stolen property, or items that are illegal, harmful or disruptive to the educational goals of Lowell Jr/Sr. High School.

We urge you to keep your lockers locked and clean to reduce the risk of theft and damage to personal

property. You are responsible for any damages to personal property and school materials in your locker. We recommend that you do not leave money or other items of value in your lockers. Keeping your locker combinations confidential will also help protect your property. The same rules and warnings apply to PE lockers. Students are responsible for damage to their lockers.

STUDENT SUPPLIES

Students are expected to arrive at school with the necessary tools to learn. These include a notebook for organizing papers and assignments, lined notebook paper, pencils with an eraser, pens and a ruler. An alert mind and an enthusiasm for learning are highly recommended.

TEXTBOOK AND FEES

A \$30.00 registration fee is required for every student. Each student will receive a student body card, LHS T-shirt and a student planner to be used for classes. In the case of a lost/stolen/missing planner, students will be required to pay an additional \$5.00 replacement fee.

Textbooks will be provided to students at no charge. However, loss of a textbook or damage to the textbook **will** result in a charge to the student for such loss or damage.

Shop/Art Cards (\$5.00) are required of students enrolled in woods and art. When a card is expended, the student is responsible for purchasing another one before additional materials will be furnished.

FREE ADVICE

If you've got a school problem that you can't quite solve on your own, the first step is to talk to a teacher. If that doesn't work, check with the office. We can try to help sort things out, or we can refer you to a school counselor.

CLASSES, GRADES, HOMEWORK, & RULES

THE BASICS

All students must take course work outlined by the state and the district. A list of the course work is located in the high school office and copies can be made upon request.

HOMEWORK

Yes, there is homework. If students make a reasonable effort, they should be able to get a good start on most assignments in class. This is a good idea for two reasons: 1) If you get stuck, the teacher can help or answer questions. 2) It means less work and more play after school.

WE'LL LET YOU KNOW HOW YOU'RE DOING

Our school year is divided into quarters and semesters. Parent conferences dates are listed in the calendar in this handbook. Students and parents are expected to participate in these conferences. Halfway through each quarter, we send out mid-term progress reports. These are designed to let parents know how things are going in your classes. If you're paying attention, you should know how things are going. If not, ask. It's a good idea for students to let their parents know how things are going before they hear from us.

WE WANT YOU AT SCHOOL

We are here to help *YOU* Learn, Honor and Succeed. Your regular attendance is vital to experiencing success in and out of the classroom. Make a commitment to the spirit of LHS!

WE UNDERSTAND THAT THERE ARE TIMES WHEN IT MAY BE NECESSARY FOR STUDENTS TO MISS SCHOOL. Return to school as soon as possible with a note explaining your absence and signed by your parent/guardian. An excused absence will allow you to make up all work missed in a reasonable amount of time. See each teacher for the details of their policy. Making up work from an unexcused absence is subject to teacher approval. Students with excessive unexcused absences will be referred to the superintendent for enforcement of the state school attendance law.

BE ON TIME

Students are expected to be in class and seated, ready to work, when the bell rings. This may vary a little from teacher to teacher, so check with them for details. If you get to school late, check in at the office. Don't trade a few seconds for an after school detention.

Lunch Program

The Lowell School District participates in the National School Lunch/Breakfast Program. The Food Service Department provides nutritionally balanced, low-cost or free lunches to students who qualify. Free and reduced lunch applications are available in the office. Please check with office personnel for specific guidelines and requirements. Lunch prices start at \$2.60 depending on eligibility. Those eligible for reduced pricing will pay \$0.40 and those eligible for free lunches pay nothing. Milk is \$0.30 per carton. Even students on free or reduced lunch, must pay for milk if they do not eat hot lunch, **Breakfast is free to all students**. High School students receive breakfast at the High School and *hot lunch* at Lundy Elementary.

The cafeteria staff is not equipped to accept payments at the time of service. There is a **no charge policy** and accounts must have funds to cover lunch for that day. An alternative meal will be provided (maximum two days) for those rare occasions when a student does not have a sufficient balance to purchase the regular lunch. Cashiers will remind students during service if their account balance is low. Low balance notices will be sent home with students at least once a week.

It is our goal to provide appealing nutritious meals to those students participating in the lunch program. Questions regarding meals, nutrition, food allergies and food restrictions please contact Jason Dodge, Food Service Coordinator, at (541) 937-8915 Ext. 123.

FREE PUBLICITY

Throughout the year, Lowell School releases student directory information to various public agencies, media, and civic groups. This information is used in press releases on school activities, parent group activities, and reports to public agencies. Directory information includes the student's name, address, telephone number, date and place of birth, participation in school activities, height and weight, dates of attendance, honors and awards received and other similar information.

Parents of students who **do not** want this information released must notify the school office in writing within two weeks of enrolling at Lowell Jr/Sr High School. The form may be picked up in the office.

BE HEALTHY

If you become sick at school, let your teacher know and, if necessary, come down to the office. You will be referred to Terry White, School Health Assistant, who will assess your health and take necessary action. We **must** speak with a parent/guardian before you are able to leave campus. We'd also like to know about any medical or health problems that may affect performance or behavior at school.

Parents are required to bring any student medication to the office for storage and dispensing. Parents should contact the office about any changes in medication, medical treatment or health conditions. A local emergency phone number to be used when parents can't be reached is required for each student.

MEDICATION

Controlled Substances are subject to the regulations as follows:

1. No school personnel will issue, dispense, deliver or provide controlled substances to any student of Lowell School District 71 without written orders from a physician indicating:
 - a. The name of the student
 - b. The name of the medication
 - c. Dosage
 - d. The time interval that the medication is to be taken and the diagnosis or reason for the medication to be given.
 - e. The medication **MUST** be in the original bottle/container.
2. There must be written permission from the parent or guardian requesting that the district comply with the physician's orders for drug dispersal.
3. The district shall provide a locked cabinet for the storage of medication brought to school by the student; the medication must be in a container appropriately labeled by the pharmacy or physician.

TOYS, BIKES, ETC.

Radios, CD players, tape players, other sound systems and toys such as hackey sacks are distractions to learning. If they are brought to school they must be kept in a locker and not be brought to class. If you ride a bike to school, it needs to be parked in the bike rack until after school.

School Phone

Students may use the office phone only for teacher/staff -approved school business or for emergency calls of personal nature.

LHS RULES

1. Come to school ready to **Learn**. This means being rested, healthy and dressed appropriately, with the books and supplies necessary to acquire knowledge and skill through instruction and experience.
2. Demonstrate **Honor**. Have integrity in your own beliefs while showing respect for others.
3. Plan to **Succeed**. Thrive, prosper and grow in academics, the arts, athletics and community service. Make goals for yourself and take action to move toward the desired result.

IN THE CLASSROOM, STUDENTS ARE TO FOLLOW THE RULES AND PROCEDURES ESTABLISHED BY THE INDIVIDUAL TEACHER!

To encourage responsible behavior, we are developing school incentive programs.

There is an almost unlimited number of things you can do at school and stay out of trouble. Besides not following the guidelines listed above, there are only a few things that will get you in trouble, and we want you to know about them in advance so you can avoid them or at least understand what will happen if you don't.

The following are not allowed at Lowell Jr./Sr. High School.

1. Tobacco
2. Drugs and Alcohol
3. Fighting
4. Trash talk
5. Willful disobedience
6. Violating safety rules
7. Vandalism
8. Truancy (skipping school)
9. Stealing
10. Intimidation, threatening behavior or harassment of other students.

CONSEQUENCES

Teachers expect good behavior from students; however, occasionally students slip up. When this happens, your teacher will let you know what the problem is and what you need to do to take care of it. Each teacher has his or her own class rules. These include verbal warnings, extra written assignments, "time-outs", conference with parents/guardian, detention. In cases of severe misbehavior, the student will be sent directly from the classroom.

NOTE: This is a strong signal that things are getting out of control, and one of the following may happen.

DETENTION

When you get a detention slip, it's a good idea to discuss it with your parents. We send home a copy anyway. Make plans to serve your detention within 2 school days. If you don't, the problem gets bigger (see information on suspension, below).

SUSPENSION

The principal may suspend students from school for more serious behavior problems. When a student is suspended, parents will be notified of the suspension. Students who are suspended may not visit the school grounds or attend any school functions while suspended. In-school suspension may be assigned at the principal's discretion.

EXPULSION

Expulsion from school for the balance of the semester or the school year may be used if the student has had repeated behavior problems, presents a danger to himself or others, weapens, or for substance abuse. Parents of students being considered for expulsion will be notified of other educational programs available as an alternative to expulsion that fit the student's learning styles and needs. Parents may contact the Superintendants office 937-2124 for more information on existing alternative programs.

ELASTIC CLAUSE

Any rules or regulations not specifically covered in this student handbook are left to the jurisdiction of applicable state laws, comprehensive discipline codes and policies of the Lowell School District. For more information see the district policy manual.

GRADUATION INFORMATION

In order to graduate from Lowell High School in 2010, seniors need to take and pass classes for a total of 25 credits. Students receiving a Diploma will meet all conference, Lowell Learning Experience, and Career Pathway requirements. Honor diplomas will be given to those students who have a GPA of 3.5 or higher. Each class passed in a semester counts as ½ (.5) credit. Generally an average student may earn 3½ credits each semester. All freshmen and sophomores must be enrolled in seven classes. It is possible for a student to graduate at the end of their junior year by taking college credit classes in addition to passing all classes taken at Lowell High School. The School Administration must approve the college classes in advance.

A student must complete eight (8) cumulative semesters of successful high school attendance to graduate. A student planning on graduating from Lowell High School **MUST** be in attendance at Lowell High School throughout the last semester upon graduating. Students may graduate with less than eight semesters of attendance provided they have met all credit requirements and have an approved plan for their next career step. Exceptional circumstances may be considered on a case-by-case basis by school administration.

Students who have not graduated after their senior year in High School are eligible for 5th year senior status. Courses and classes will be arranged based on current district policy.

One unit of credit is earned by doing passing work in a class, which is based on 130 contact class hours.

Involved parents support successful students.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS Class of 2010 & 2011 & 2012	<u>Diploma Credits Req</u>
Language Arts	4
Social Studies/Economics	4
Science	2
Mathematics	3
Wellness (PE & Health)	2
Careers	1
Second Language/The Arts/ and Technical Education: 3 credits (any one area or in combination)	1
*Other classes/Electives	8

GRADUATION REQUIREMENTS Class of 2013	<u>Diploma Credits Req</u>
Language Arts	4
Social Studies/Economics	4
*Science scientific inquiry (2 with lab experiences)	3
Mathematics	3
Wellness (PE & Health)	2
Careers	1
Second Language/The Arts/ and Technical Education: 3 credits (any one area or in combination)	3
*Other classes/Electives	5

TOTAL 25 UNITS OF CREDIT

***College bound students need to check with the guidance counselor about specific college/university admission requirements.**

****Student athletes planning on participating in Division I or II athletics must be certified with the NCAA. See your guidance counselor for details.**

Students must also meet these requirements in their Focus Class, Student Led Conferences (SLC) and Lowell Learning Experience (LLE).

Develop an education plan and build an education profile. This requirement is met in the Focus class and by having a parent or guardian attending 75% of the possible SLC.

Demonstrate extended application through a collection of evidence. This requirement is met in the Focus Class.

Demonstrate career-related knowledge and skills: personal management, teamwork, communication, problem solving, employment foundations, and career development. This requirement is met in their career class and LLE.

Participate in career related learning experiences as outlined in the education plan. Requirement met in the students LLE.

CREDIT MAY BE GRANTED ON THE BASIS OF:

1. Courses completed at post-high school institutions. The cost of such course work will be borne by the student or the district based on the student's program.
2. Three (3) high school completion courses from an Oregon Community College or three (3) quarter hours of post high school course work is equivalent to one unit of high school credit. The student must be enrolled as a member of the Lowell High School student body at the time credit is granted.

MEDICAL WAIVER

On the written advice of a licensed physician, or for academic reasons, the physical education (P.E.) requirements may be waived. The notice or letter from the doctor must be turned into the main office and placed in the students' file. If such notice is placed in a students file they will NOT be allowed to violate the doctors recommendation without a doctors release.

GENERAL WORK EXPERIENCE

1. Students generally are of senior standing and 16 years of age or older. School administration may grant students of junior standing work experience registration on a case-by-case basis.
2. One hundred thirty clock hours of productive employment shall be the minimum requirement for granting one unit of high school credit.
3. Parents, school, student and the employer prior to the beginning of the school term must approve productive employment. That is, credit will not be granted for productive employment in the situation in which a student happens to find a job and drops classes in order to work.
4. Two (2) units of credit are the maximum that will be granted for productive employment in a year, and the employment must be concurrent with the school year.
5. The student must furnish verification of the number of hours of productive employment through a time card or time sheets.
6. Credit shall be pro-rated in the ratio that clock hours-worked bear to 130. The credit granted will be rounded to the nearest 1/4 credit and limited to the maximum.
7. Credit for productive employment can be used to satisfy only elective credit requirements.

DIPLOMAS AND CERTIFICATES OF COMPETENCE

- A. A diploma shall be granted upon the student's completion of credit, and fulfillment of attendance requirements.
- B. A certificate, which identifies completed credits, will be awarded to students who have met some but not all of the requirements for the diploma and choose to end the formal school experience.
- C. An I.E.P. Diploma may be awarded to students who meet the requirement of the Individual Educational Program, as developed within special education guidelines.
- D. A High School Completion Diploma will be issued to students who have completed the requirements previously agreed to by the administration.

GED OPTION PROGRAM

Lowell School District is committed to offering educational options to ensure success for all students. To accomplish this goal, Lowell offers opportunities and can provide a GED program for those students unable to attain their high school diploma.

GED option program requirements: A candidate for the GED option must be:

- At least 16 years of age;
- A full year's academic credit behind their 9th grade cohort, or
- For other reasons specifically identified in the local plan, unable to complete their diploma with their cohort class,
- Able to read at a sufficient level to successfully complete GED instructions and testing; and
- Required to complete the approval process including the application procedure, a placement test, and a formal meeting with parent or guardian, counselor, administrator and GED program coordinator to discuss the educational alternatives available to the student

Information about the GED Option Plan is available through the high school counseling department.

GRADUATION CEREMONY PARTICIPATION

Students who have completed all requirements for graduation will be permitted to participate in the graduation ceremony. Students who have not completed all requirements shall not participate in the graduation ceremony.

COURSE GUIDE AND REQUIREMENTS

Students are required to pursue the program of studies consistent with the requirements of each grade level (8th – 12th). Courses are organized on the basis of (9) nine weeks or semester duration. Students will be enrolled in courses of their choice when it is possible to do so. However, when problems prevent the scheduling of student preferences, students will be assigned to assure that each student is enrolled in classes during each class period of the school day. Seniors need only be enrolled in five (5) classes if this meets graduation requirements. Seniors may be enrolled in only four (4) classes if they are working or attending L.C.C. and their scheduled classes will meet the requirements for graduation. Remember if you are in extra curricular activities (Sports) you need to be enrolled in at least five classes.

Students of Junior or Senior standing may receive credit for work with a teacher as an assistant to the teacher (TA). Arrangements for an assistantship are made individually. To assist a teacher in any subject area, the student must have successfully completed the course work for the course in which the support is to be performed. Juniors and Seniors may be Teacher Assistants in grades K-8 with teacher & administration approval.

If after passing a course in which only one unit of credit may be issued, a student deems it necessary to repeat that course, only one unit of credit will be issued. That credit will be issued for the unit in which the highest grade was obtained.

In the above condition and in other situations, which require changes to the student's transcript, parents will be notified in writing and should direct questions concerning those changes to the school principal.

SCHOLASTIC STANDINGS

To determine relative scholastic standing, grade point averages are used. A rule-of-thumb method of determining Grade Point Average (GPA), which renders a fairly accurate result, is as follows:

A grade of "A" equals 4 grade points
A grade of "B" equals 3 grade points
A grade of "C" equals 2 grade points
A grade of "D" equals 1 grade point
A grade of "F" equals 0 grade points

The total number of grade points divided by the number of subjects taken gives the grade point average.

Example: Two grades of "A" = 8 points
Two grades of "B" = 6 points
Two grades of "C" = 4 points
One grade of "D" = 1 points
Total 19 points $19/7 = 2.71$ GPA

The grade point average is used in order to conform to general practices of other schools in the area, especially of the colleges and universities.

When report cards are issued each nine weeks, an honor roll will be published. The list will contain the names of students whose grade point averages are 3.00 or above and who have no incomplete or failing grades.

Schoolwork assigned but not completed on time will be listed as incomplete. This may appear on the report card if the work is not done by the end of the nine-week period. Teachers are expected to allow students a reasonable time to make up an incomplete grade. General makeup work should be turned in to the teacher within the same number of days as the student had excused absences. If a student fails to make up an incomplete grade during the time allotted, the incomplete will be changed to a grade of "F" on the permanent record. Students and teachers share responsibility for communicating about incomplete work. Following any absence from school, students must ask teachers for make up work missed.

CIM REPORTING

Certificate of Initial Mastery progress will be based on school district or state policy.

GENERAL SERVICES FOR AT-RISK OR SPECIAL NEEDS STUDENT

For students considered at-risk, a variety of services and programs available on a district-wide basis will be accessed to address the behaviors, which are placing students at-risk. These services and programs are as follows:

- **STUDENT STUDY TEAM**

The Student Study Team (SST), composed of special education, regular education, administrative, and student health service personnel meets monthly (or as needed) to process referrals. Teachers and parents may refer students to the Student Study Team when they suspect that there is a disabling condition or whenever a child may be in a situation, which might interfere with his/her education. The Student Study Team and the referring party discuss the referral and channel it to the appropriate resource person(s).

- **TAG (TALENTED AND GIFTED)**

An Individual Education Program (IEP) is written that addresses the needs of the individual TAG student, and it is intended that the IEP for the TAG student will meet that child's unique educational needs. Parents are encouraged to participate in the IEP planning for TAG students. Parents are welcome to contact their students' teachers for more information.

- **SPECIAL EDUCATION**

Lowell School District provides special education for all students who are determined to be disabled under I.D.E.A. This special education will serve as the answer, in most cases, to the needs of the disabled at-risk students. Individual education programs (IEPs) are plans that address the individual needs and requirements of these students

Lowell Schools are required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 to ensure equal access to participation in its programs, activities, services, and employment. Reasonable accommodation will be made for individuals with a physical or mental impairment that substantially limits one or more of the major life activities essential to participate in the benefits of the school district. For more information contact Amber Hansen, Special Ed coordinator.

- **MENTORING PROGRAM**

Peer tutors are high school sophomores, juniors or seniors who are Honor Society members or independent study students. The High School Honor Society Coordinator will coordinate this program as requests are made.

- **DISABLED STUDENTS**

Lowell School District provides various programs to assist the disabled student to successfully achieve in the academic arena. Students having academic problems will be tested by specialists to determine their needs. Parents are encouraged to support these attempts to provide a meaningful program by signing necessary permission forms sent by the District. If parents have any questions concerning the forms, they are encouraged to first have a conference with the referring staff member regarding the intent and purpose of the testing.

Lowell School District enforces nondiscrimination toward disabled students in conformity to the rules and regulations of the Individuals with Disabilities Education Act and Section 504.

RIGHT TO STUDENT RECORDS

Parents are encouraged to inspect the individual student records of their child(ren). The records are available in the building office and must be inspected in the immediate office area. It is very important that a qualified staff member interpret all records.

The parent or eligible student (18 years or older) has a right to request an amendment to the student's education records should the records be inaccurate, misleading, or in violation of the student's privacy. Parents of students 18 years or older must have written permission from that student to review their records.

Disclosure of personally identifiable information contained in the student's education records, except to the extent permitted by law, requires written authorization from the parent or eligible student.

Parents or eligible students have a right to file a complaint with the United States Department of Education under 34CFD-99.64 concerning alleged failure of the District to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).

The parent or eligible student may obtain a copy of District policy concerning Student Records by contacting the District Office. Policies are available in each building library and office area.

STUDENT RECORDS TRANSFER

Should your student enroll in another school, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of their enrollment in that school. Prior to the withdrawal of your student from our district, you have a right to see your student's records and a hearing to challenge the content of the records. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire. Any hearing must be held prior to the withdrawal of your child. Parents have the right to review their child's records annually.

TRANSCRIPTS AND LETTERS OF RECOMMENDATION

Transcripts are secured by submitting a signed Transcript Request form to the school's registrar. Letters of recommendation are requested by handing an addressed, stamped envelope to a teacher, counselor, or administrator who knows the student well. The student's name and an outline of the information required must be submitted in writing. Courtesy requires that teachers and counselors be given adequate time to complete the recommendations.

ALTERNATIVE PLACEMENT

Parents are required to notify the district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district's offer of a Free and Appropriate Education (FAPE), that they will be seeking public funding for their placement.

INTER-DISTRICT TRANSFER

If a student resides within the Lowell School District boundary but wishes to attend a different public school outside of the district, the parent/legal guardian needs to contact the Lowell Superintendent.

HEALTH INFORMATION

Any student new to the district from out of state is required to have a signed certificate of immunization on file when first entering school. Oregon Law (ORS 433.267) requires that all students attending public/private schools show evidence of compliance with state immunization requirements or have a medical or religious exemption. Oregon immunization requirements are completion of the following:

1. Diphtheria/Tetanus containing vaccine (DPT/TD/DT) 4 doses, if the 4th dose is given after age 4 years or 5 doses if the 4th dose was given before age 4.
2. Polio vaccine (TOPV/IPV) 3 doses (if 3rd dose is given after age 4 years) or 4 doses.
3. Measles, Mumps, and Rubella vaccine (given individually or together as MMR) 2 doses after 12 months of age.
4. Hepatitis B Vaccine 3 doses (unless 2nd dose is given at or after 11 years of Age and at least 4 months after 1st dose – then 2 doses are sufficient).
5. Varicella (chicken pox) vaccine 1 dose (if 1st dose is given before age 13), 2 doses (if 1st dose is given at or after age 13).
6. Tetanus/diphtheria/pertussis (TDAP) 1 dose for all 7th graders.

In addition to these requirements:

Grades Kindergarten through 5th, and 7th through 12th are required to have one dose of the Varicella (chickenpox vaccine if there is no history of the chickenpox disease in the child).

A nursing assistant provides the Lowell School District Health Services. Health screening conducted during the school year includes height, weight, vision screening for all students, and hearing and blood pressure evaluation for selected grades. Referrals to local service organizations and agencies for dental care, eye examinations, medical care, food and clothing are made by the Nursing assistant based on need and family requests.

Students are to utilize the services of the nursing assistant for illnesses and injuries, to administer prescribed medications sent from home (see medications and controlled substances regulations), and as a resource for health information. A student is requested to assess his/her health status prior to coming to school in the morning. If the student does not think he/she feels well enough to complete the entire school day, the student should remain at home. If the student has been vomiting or having diarrhea that morning or has a temperature over 100 degrees or higher, or a severe skin rash covering several areas of the body, he/she should not come to school that day. A student with any of the above symptoms will not be able to concentrate on school activities and may be exposing other students to a communicable disease. Any student well enough to attend school should be able to participate in all regular school activities, including physical education classes, unless a medical excuse is obtained from the family health care provider (physician, nurse practitioner, physician's assistant).

To assist students in maintaining the health of themselves and their families, when it becomes evident that a class has been exposed to a communicable disease in school, a notice will be sent home to family members of the Lowell School District. Students are requested to contact the school if they develop a communicable disease (i.e. chickenpox, measles, mumps, rubella, lice, scabies, impetigo, strep throat, MRSA, or influenza).

STUDENT INSURANCE

The Lowell School District does not provide insurance coverage for students in the regular school program or the extracurricular programs. Students may purchase insurance from the school district approved insurance company. The necessary forms are available at the high school office. The school district is NOT the insurance agent and all questions should be directed to the insurance representative noted on the form.

Motor Vehicles and Non-Motorized Vehicle Rules

General

No parking of vehicles on school property during school functions shall be allowed except those vehicles being used by supervisor personnel, patrons, or students attending the school function.

Student Rights

Parking permits that grant students permission to drive a motor vehicle onto the school grounds may be revoked only for demonstrated cause.

Any student who is a licensed driver may drive a motor vehicle onto the school grounds under the following conditions:

1. They purchase a students' vehicle permit for \$5 dollars and they register their vehicle in the main office.
2. The student has a Lowell HS Parking Permit clearly displayed in the front window of their vehicle and they follow the District rules.

Student Responsibilities

1. No student vehicle will be permitted to leave the school grounds during the hours in which school is in session without the permission of the principal or designee.
2. Students will not park in Faculty Parking Lot at any time during regular school hours.

Parking for Student Vehicles

1. The parking of student motor vehicles is limited to the parking lot at the north end of the school.
2. No student vehicles are to be parked in other areas of the school property during school hours. Student vehicles parked in any area unauthorized for student parking or student vehicles parked in an authorized area in a haphazard manner may be towed away. The expense of towing will be borne by the student.

Non-Motorized Vehicles

Bicycles

Students who ride bicycles to school shall park them in such a manner that a safety hazard is not created and in a manner that does not interfere with the orderly processes of the school. Riding of bikes within school buildings, or on school sidewalks or breezeways is prohibited.

Skateboards, Skates, and Scooters

The riding of skateboards, skates, or scooters within school buildings, or on school grounds is prohibited.

Penalties

Failure to comply with the above rules may result in a \$5 dollar fine and the withdrawal of privileges as regards vehicles and/or such other measures as may be deemed appropriate by the student council &/or school administration.

HIGH SCHOOL ATTENDANCE POLICY

Oregon Law requires regular attendance at school by every person between the ages of 7 and 18 unless the person has graduated from a high school.

Attendance is important to the teaching efficiency of teachers and the learning efficiency of students. Students are required to be physically present in each class in which they are enrolled, or students are to be participating in learning activities, which are under direct control of the school. Students shall be constructively engaged in learning activities pertinent to the subject matter of the classes or authorized activities under the direct control of the teacher.

Should a student miss school for some duration of time and/or lose credit due to non-participation and wishes to appeal the administrative decision, a committee made up of a teacher, an administrator and a school board member shall hear the appeal. Items that may be evaluated by the committee are:

IMMEDIATE APPEALS

1. Validity of excessive absences
2. Seriousness of illness
3. Doctor's verification
4. Effort of making up missed class work
5. Educational value of the experience involved
6. Community or school service value of the experience
7. Were all requirements of a pre-arranged absence met, including work made up?

PETITIONS REQUESTING REINSTATEMENT OF LOST CREDIT

1. Attendance record

2. Grades
3. Involvement in co-curricular and extra curricular activities
4. Citizenship

OAR 339.065 It is the responsibility of students to maintain regular attendance in all assigned classes. Absence from school or class will be excused under the following circumstances:

1. *Illness of the student.*
2. *Illness of an immediate family member when the student's presence at home is necessary.*
3. *Emergency situations that require the student's absence.*
4. *Field trips and school-approved activities.*
5. *Other reasons deemed appropriate by the school administrator when SATISFACTORY ARRANGEMENTS HAVE BEEN MADE IN ADVANCE OF THE ABSENCE.*
6. *Medical (dental) appointments. Confirmation of appointments may be required.*

PRE-ARRANGED ABSENCES

Students who must be absent because of family trips, funerals, doctor or dental appointments, etc., must secure and turn in a completed prearranged absence form to the office at **least one day prior** to the date of absence.

After any absence other than by reason of having been involved in a field trip or other activity, which constitutes school attendance, **students are to present to the office an explanation of the absence signed by their parent or guardian.** An absence is only excusable for illness, appointments and/or emergencies. If a note to pre-arrange the absence has been submitted by the parent it will be sufficient. If a note has not been received within three (3) days of the student's return, the student will be considered to have been unexcused and/or truant. **Teachers are under no obligation to accept work for unexcused absences.**

Erratic Attendance is not conducive to the educational growth of students. Parents and guardians are encouraged to make certain their children maintain regular class attendance patterns. Erratic attendance is defined as accumulated absences, excused or unexcused, which results in a negative impact on the educational attainment of the student.

TRUANCY PROCEDURE

Students with excessive unexcused absences will be referred to the superintendent for enforcement of the state school attendance law. A student is considered truant when the student is absent from school or a class without parental or school consent. Students may also be truant when they are absent for reasons not deemed excusable according to **ORS 339.065**.

First Violation: The student will be warned and parents will be notified by phone or form letter.

Second Violation: The Student will be counseled, a one (1) day of Out of School Suspension or student work buy-back will occur and a parent-principal conference will be set up.

Third Violation: The student will face suspension up to (3) three days and will be readmitted thereafter providing a parent conference has been arranged and a student attendance contract has been signed. While every effort will be made to arrange a parent conference, failure of the parent or student to participate will result in the student not being reinstated for up to (5) five school days.

Fourth Violation: Any additional truancy will bring about referral to the County Truancy Officer and/or additional suspensions pending an expulsion hearing.

DRESS CODE

Dress and grooming are primary responsibilities of students and parents/guardians. Student appearance has a great deal of influence on student conduct and attitude at school. Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others.

- Clothing or jewelry with suggestive or questionable language, or with any connotation advertising for alcohol, drugs or tobacco is not permitted.
- Slogans and sayings on shirts, which are put-downs, have a negative connotation, or may be offensive to others, are also inappropriate for school dress.
- Tank tops (or shirts with large armholes) are not allowed for boys or girls.
- Shorts, skirts, and dresses must be at least mid-thigh.
- Tops, which are see-through, backless, have shoulder straps less than 1 ½ wide, no straps, or expose undergarments, the stomach, and midriff area are not allowed.
- Undergarments shall remain covered at all times.
- All clothing in the midriff area must overlap.
- Shoes must be worn at all times in accordance with state law.
- Students will remove hats, bandanas, hoods and/or sunglasses upon entering the building.

Students not conforming to these standards will be asked to change clothing. Persistent violations of the dress code will be considered willful disobedience and will be handled accordingly. Problems arising from borrowing, trading, or bartering of clothes are not the responsibility of the school. The principal or designee's decision is final in all questionable cases of dress.

DISRUPTIVE BEHAVIOR

- **Tardies**

Students are expected to report to class in a prompt manner. Students tardy to class three or more times will be assigned detention or in-school suspension. Students chronically tardy to class face suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Truancy**

Depending upon the nature of the truancy, students may be assigned in-school suspension. Students who repeatedly are truant will face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Electronic Devices**

Possession by students of paging devices, cellular phones, or laser lights (or similar light projection devices), MP3 players, or any hand held game is potentially disruptive to the educational process. Students in possession of such devices, who disrupt the educational process, may have these devices temporarily confiscated at the discretion of the district. (Lowell Board Policy JFCEB)

Technology

Lowell School District policy requires students and parents to review and sign the Computer Agreement Form annually in order for students to utilize technology in our schools. This form is a brief outline of the expectations of individuals utilizing the district's network and associated technology. More detailed guidelines, expectations and definitions are outlined in the District's Technology Use Policy and may be obtained by request. (Lowell Board Policy IIBGA)

- Technology use is for instructional and educational purposes **ONLY!**
- All use of computers and technology will be under the supervision of district personnel (teacher, administrator or educational assistant).
- Use will be appropriate for school and will follow the school-wide rules.
- Behavior or use outside of these parameters may result in disciplinary action in accordance with district policy.
- Specific technology rules will be posted in areas that have technological devices

Violation of the Electronic Information Resources contract is as follows:

First Violation

Parents contacted, student conference & a 10 (school day) suspension from using school computers.

Second Violation

Parents/student/admin. conference, & a 30 (school days) suspension from using school computers.

Third Violation

Parents/student/admin. conference, 1 – 10 day OSS, and a 1 year suspension from using school computers.

Student Conduct on Buses

Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules. Violation of the code of conduct or conduct that jeopardizes the health/safety of self and/or others may result in the loss of district approved transportation services. (Lowell Board Policy EEA) Bus rules are posted on all buses used by the District.

Swearing or Vulgar Language

Swearing or vulgar language that is directed at staff or directed at students and is heard or observed by staff may result in the student's suspension (maximum 10 days) or expulsion (maximum 1 year). Swearing and vulgar language in student conversation will be cause for reprimand by the staff.

Tobacco

The possession or use of tobacco or look-alike products is banned from the high school grounds, school buildings and any school-sponsored event.

Students found to be in violation of this policy face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

Drugs/Alcohol

A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicants of any kind. A dangerous drug is defined as any drug obtainable with or without a prescription that has been used in a manner

dangerous to the health of the user. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens and other substances, which, under the circumstance in which it is used, or its attempted use, is capable of harmful effects on the student's health. Students found to be in violation of this policy face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year). Referral for expulsion will be enforced. Law enforcement officials will be contacted.

Public Display of Affection

Intimacies are limited to the holding of hands with no other parts of the body in contact, and the held hands are not to be in contact with any other portion of the body. A display of prolonged affection, as stated above is permissible only in the hallways, breezeways, and grounds; but such display is prohibited in the classroom.

The limitations contained in the immediately preceding rule will be relaxed to the extent necessary to enable students to participate in school sponsored dances.

VIOLENT/THREATENING BEHAVIOR

- **Extortion**

Extortion is defined as demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. Disciplinary action could be up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Fighting**

Fighting is strictly prohibited and will result in disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Harassment**

Includes language, behavior, and/or offensive physical contact that insults, ridicules, or torments another person. A student who is found to have harassed another student or staff member will face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

Students who believe they have been the subjects of harassment are to report the incident to a staff member. Staff to whom an incident of alleged harassment has been reported by a student **must** report the incident to the building administrative supervisor. (Lowell Board Policy GBN/JBA/GBN-AR/JBA-AR)

- **Intimidation/ Threats/ Menacing Behavior:**

This is defined as an intentional, serious threat by word or act (including physical and/or verbal bullying/ threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, or conduct directed toward another person because of their race, gender, color, religion, national origin or sexual orientation. Students who threaten, intimidate, coerce, or harass fellow students or school district employees face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Secret Societies/Gangs**

The Lowell School District believes the presence of secret societies/gangs and activities related to secret societies/gangs can cause a substantial disruption of or material interference with school or school activities. A "gang" as defined by this policy is any group of two or more persons whose purposes include the commission of illegal acts. Lowell High School will strictly enforce this policy--appropriate discipline guidelines will be followed and proper authorities contacted. Students found to be in violation of this policy face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

- **Vandalism/Property Damage**

Students who willfully damage school property or unlawfully enter school property face disciplinary action including suspension (maximum 10 days) and expulsion (maximum 1 year). Law enforcement officials will be contacted. The student and the parent or parents having legal custody of the student may be liable for assessed damages.

- **Weapons**

Firearms, other weapons and replicas of weapons are forbidden on school district property, property under the jurisdiction of the district or at activities under the jurisdiction of the district. Appropriate disciplinary action will be taken against students who possess weapons and those students who assist possession of a dangerous weapon, including suspension (maximum 10 days) and expulsion (minimum 1 year).

SUSPENSION ALTERNATIVES

1. OUT OF SCHOOL SUSPENSION

The standard suspension starts at one (1) day and may be up to three (3) days, and progresses until an expulsion is warranted, during which time the student will not be allowed on the school grounds or to attend any school function.

2. WORK BUY BACK PROGRAM

The student and their parent/guardian may be given the option to have their student work for the school district maintenance crew. The school building maintenance person shall administer supervision of the work-buy-back. Each hour that the student works will reduce the out of school suspension by 2 hours. This Work Buy Back will be a contract between the student, the parent and /or guardian and the school district. Any discipline/supervision problems that may develop during the work-buy-back period will revert the student back to the standard out-of-school suspension.

3. EXPULSION HEARING

If the behavior problem continues and there are additional referrals, the student will be suspended pending an expulsion hearing. Such recommendation for expulsion shall be at least for the remainder of the semester. Expulsion hearing procedures are available in the superintendent's office.

4. ALTERNATIVE EDUCATION:

There are those rare occasions when an alternative educational program may be beneficial to the student. This may happen when a student has erratic attendance, severe discipline problems, is being considered for expulsion, is expelled, plans to withdraw from school or is not benefiting from the current program.

Lowell School District will propose alternative programs to the student and parents or guardians should the above conditions become evident. An approved list of alternative programs is available in the office of each school.

Parents or guardians may request alternatives not on the approved list by submitting a formal written request to the building principal which specifically identifies the state required educational program or activity for which exemption is being requested, specifically addresses a proposed alternative and the educational advantages which will result from the alternative.

The District also has available a list of State of Oregon registered alternative programs in each school building for examination and evaluation by parents or guardians.

SCHOOL ACTIVITIES

All students of Lowell Junior/Senior High School become members of the student body upon payment of the registration fee. Membership entitles the student to vote in their student body elections, to participate in student sponsored activities and admission to league games. Members of the student body participate in student government. The Student Council is the governing body concerned with student government.

STUDENT COUNCIL

The Student Council meets as needed. The Student Council is generally responsible for the planning, scheduling and organization of student activities as directed by Mr. Barnett.

Each of the classes of the high school maintains its own organization. There are elected class officers and representatives to the Student Council. Each class carries on a program of activities as approved by the Student Council.

Clubs may be organized by interested groups and chartered by the Student Council. Students are encouraged to participate in one or more of these clubs.

SCHOOL PARTIES AND DANCES

These are held at various times throughout the year. All such activities must be scheduled through, and coordinated by, the Student Council. Traditionally certain dances have been sponsored as follows:

Sophomore Class:	<u>Homecoming & Decorations for Graduation</u>
Junior Class:	<u>Junior Prom and Banquet</u>
Senior Class:	<u>Graduation Reception w/ Cake & Punch</u>

Dances and Parties may not be held on nights when school will be in session the following day. School dances and parties must terminate by eleven p.m. with the following exceptions: Dances following Friday night games may extend to 11:30 p.m., the Prom may extend until 12:00 a.m.

Only students of Lowell High School and their parents may attend school-sponsored dances and/or activities. A student may bring a guest to these events if they sign a guest pass and turn it in 3 days in advance, and obtain administrative approval. Guests must be within the age span of the students involved in the activity. Junior High school students may not be guests at High School dances. High School students may not attend Junior High dances.

Neither students nor guests of students are permitted to leave a school sponsored activity and then return to the activity.

ATHLETIC PROGRAM

This is a prominent activity of the school. Teams in baseball, basketball, football, softball, track, volleyball and wrestling represent the school in the Mountain West League. *Student Athletes MUST be in attendance for a full day or have a pre-arranged absence to be eligible to participate in a contest or practice on any given day.*

To participate in athletics or other extra curricular activities, rules must be complied with as follows.

1. Remain in good standing at all times. This means maintaining proper conduct at school as well as away from school.
2. Maintain membership in the Lowell High School Student Body. (Purchase of a student body card.)
3. Conform to the eligibility requirements of the **O.S.A.A.** as regards to passing grades, semesters of attendance, residence, number of subjects carried, etc.

In addition to the above general rules, Lowell High School Athletes are governed by eligibility and training rules as follows:

LOWELL SCHOOL DISTRICT ATHLETIC POLICY

We, the coaches of Lowell High School, believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal growth and adjustments.

A student who wishes to participate in athletics is voluntarily making a choice of self-discipline and self-denial. Failure to follow the rules of training and conduct may mean suspension and/or exclusion from the squad. We are striving for excellence in self-development as well as performance.

Any student participating in the competitive school athletic program must have a physical examination on file and submit proof of insurance in case of injury. Physical exams are required every two years through high school. **All student athletes must have athletic fees paid prior to beginning practice.**

RESPONSIBILITIES OF A STUDENT ATHLETE

1. To always act in a manner that is a credit to yourself and your team both on and off the playing field and/or court.
2. As a Student Athlete you assume a role of leadership to the school and the community.
3. As a Student Athlete you are a role model for younger students. They will copy you in many ways, always set good examples for them.

ELIGIBILITY RULES

Remember that as a student athlete you are not eligible to participate in any sport until the following items have been complied with:

1. A physical examination by a qualified medical examiner is required every two years.
2. A current (school year) Annual Interval History Form for those who have met the physical examination requirements. (Form includes Health History, Parent or Guardian consent, and Insurance Arrangements).
3. **A student athlete must be in attendance for a full day or have a pre-arranged absence to be eligible for a contest or practice on that day.**
4. Observe all the special training rules imposed by the coach of the sport.
5. Complete the practice sessions required for each sport before participation in a game.
6. Attend school regularly. An unexcused absence from school constitutes an unexcused absence for practice purposes and the student will not be allowed to practice.
7. Any injury or illness that requires a doctor's attention will also require that the doctor give written permission before participation can be resumed.
8. (Pertains to High School Athletes Only) Parent/Guardian signature consenting to/denying release of the student's name, height, weight to the media.
9. All student athletes must have passed five (5) classes in the preceding semester and they must continue to pass at least 5 classes during the season. (The head coach for the sport the student athlete is competing in may have additional requirements for their student athlete success. Check with your coach if you are not certain of minimum requirements.)
10. Comply with the Lowell School District eligibility policy.

11. All student athletes must maintain membership in the Lowell Jr./Sr. High School student body. (If a student is unable to purchase a student body card and/or other items that may be needed for competition we ask that they contact the head coach for that sport to see if fees and expenses can be covered another way.)
12. Sports participation fee is paid.
13. The Oregon Schools Activities Association, O.S.A.A, sets all other eligibility rules.



TRAINING RULES AND REGULATIONS

To be followed for the duration of the respective sport seasons.

1. At no time shall any athlete possess, use, transmit or be under the influence of drugs of any kind, including tobacco. Nor shall the athlete have in his/her possession any device, container, or apparatus associated with the above.
2. He/she must also display good school citizenship at all times.
3. An athlete shall be responsible for all athletic equipment that has been checked out to him/her for the season.
4. An athlete may change to a different sport during the same season only during the first two weeks of that season. The consent of both coaches is needed to make the change. The correct procedure would be for the coach gaining the athlete to contact the coach losing the athlete, before any practice or participation involving that athlete exists. An appeals board will be set up for any athlete who wishes to change after the two-week grace period.

ATHLETIC POLICY VIOLATIONS

A **first time** violation of the Athletic Code will result in a one-week suspension from athletic contests and appropriate school district action if the offense occurred on school grounds. Parent/ guardian notification will happen.

A **second** violation will cause dismissal from that sport for the remainder of the season. A letter will be sent to the parent/guardian of the athlete who is suspended or dismissed from the team and the school administration will take/refer the student for evaluation/assessment as deemed appropriate.

An appeals board will be set up for any athlete who wishes to appeal his/her suspension or dismissal. The board will consist of the athletic director, the coaches not involved in the season of sports, and athletes.

AWARDS

Letter Awards are given to athletes for successful participation in athletics as verified by the coaches.

Academic Awards are given to outstanding students in various subject fields, and special recognition is given to the Salutatorian and Valedictorian of the senior class.

The Honor Blanket is a traditional award at Lowell High School. The criteria to be used as the basis for this award have been established by the school board as follows: Scholarship=25%, Leadership=15%, Service=10%, Activities=25%, Citizenship=20%, and Attendance=5%.

RIDING THE BUS

The school district has set regulations for riding the buses posted on every bus. If you break the rules, you won't be able to ride the bus. Remember: The driver needs your cooperation to keep you safe. Be very careful around parked or loading school buses. School buses provide transportation for students between home and school. If you want to get off at a different stop, you will need to bring a note to the office and get an official bus pass from the office.

BUS RULES & REGULATIONS

The following rules have been adopted by the District 71 School Board and may have an effect on your student. Please review these rules with your child. Students of school age who are eligible to ride the school bus have the right to be treated with respect and they are encouraged to follow the bus rules as set forth in this handbook in order to keep all passengers on the bus safe.

Students should:

1. Keep the bus clean and refrain from damaging the bus
2. Not bring animals on the bus
3. Stay seated at all times, except when entering and exiting.
4. Be on time for the bus, both a.m. and p.m.
5. Not ask driver to make unauthorized stops
6. Not bring musical instruments or items too large to hold (they cannot occupy a student seat).

Safe School Bus Evacuation Procedures

When riding a bus you are unfamiliar with, check the location of all emergency exits and equipment, such as first aid kit and fire extinguisher. (Ask the driver if necessary.)

In an emergency, follow the procedure listed below:

1. The first students to evacuate the bus should assist other students off the bus. (These are normally the Student Leaders.)
2. Students evacuate one seat at a time, starting with the seats nearest the emergency exit.
3. Stay seated until it is your turn.
4. Rear Door Evacuation – Students should make their way to the rear door the most efficient way possible (climb over or walk around the seats and then begin to assist other students out of the bus exit door.)
5. Move at least 100 feet away from the bus.
6. Stay calm - Follow the instructions of your bus driver.

EMERGENCY SCHOOL CLOSURE

Each year the school district is faced with the possibility that an emergency may arise necessitating closing the school with or without advance notice. We participate in the *Emergency Closure Notification System*. Closures will be announced through our automated phone and the following media:

Web: flashalert.net (click on Eugene...Lane Co. Schools... Lowell)

Radio:

KUGN – AM 590; KPNW – AM 1120
KGNU - FM 93.1; KMGE - FM 94.5;
KZEL – FM 96.1; KNRQ – FM 95.3
KDUK – FM 104.7; KLCC – FM 89.7;
KRVM – FM 91.9

Television:

KEZI – ABC Channel 9/ Cable 4
KMTR – NBC Channel 16/ Cable 6
KVAL – CBS Channel 13/ Cable 8

In the event of a mid-day emergency closure, children should have a nearby home to go to if their parents will not be home during such an emergency.

MAJOR DISASTERS

Lowell School District has established procedures for the immediate evacuation of all students in the event of the following major disasters. Parents should become familiar with the location of the staging areas.

Flooding ----- TUMAC Industrial Parking Lot, North
Earthquake----- High School - Parking Lots - North & South
Fires-----North Parking Lot - Front sidewalk, Baseball Field.

Fire Drills

State requires that Fire Drills be conducted periodically. When the fire bell sounds, students and teachers are to vacate the building as soon as it is safely possible by means of the nearest exit routes.

Earthquake Drills

Signal - Alternating ringing of the bell.

1. Duck under any furniture such as desks or tables.
2. Remain there until you are instructed to vacate the building.
3. Quickly and orderly move to outside safety zones as posted.
4. Remain in the safety zone until instructed to move.
- 5.

Lockdown Procedures

Signal: Announcement from office by intercom

1. Scan hallway quickly for any students/staff/etc. and then close door(s). **Do not open them for anyone!**
2. Draw shades.
3. Turn off lights
4. Remain in the classroom/location until further notice

COMPLAINT PROCEDURE:

Please see Board Policy.

ASBESTOS MANAGEMENT PLAN

The Lowell School District, in compliance with AHERA Regulations, has conducted an assessment of asbestos contained in building materials within buildings under the district's control. A management plan has been developed to protect the health of students and staff. Copies of the plan are available in the district office at 65 South Pioneer Street, Lowell, OR, 97452.

COMPLIANCE WITH DIVISION 22 STANDARDS FOR PUBLIC ELEMENTARY & SECONDARY SCHOOLS

As required by the Oregon Department of Education, the Lowell School District submits this annual report to the local community that it is in compliance with and implementing as required all of the Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22, including all new and revised rules. Copies of those requirements by list are available in the District Office at 65 South Pioneer Street, Lowell.

HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations, your child has certain rights under the McKinney-Vento Homeless Education act:

- In a shelter, motel, vehicle or campground;
- On the street;
- In an abandoned building, trailer or other inadequate accommodations; or,
- "Doubled up" with friends or relatives because you cannot afford housing.
- Contact the School District Office for the homeless liaison.

CLOTHES CLOSET

Families in need of school supplies and/or clothes should contact the Lundy Elementary office at 937-2105 for information.