

2023 - 2024

**MCMINNVILLE
HIGH SCHOOL**



**PARENT - STUDENT
HANDBOOK**

HOME OF THE GRIZZLIES

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INTRODUCTION



WELCOME TO McMINNVILLE HIGH SCHOOL

MHS Students and Families,

Welcome back, Grizzlies! Our MHS educators are thrilled to be back for the 2023-24 school year- and while we can't measure it, I may be the most excited of all. My name is Dave Furman, and I'm humbled and honored to be serving this community as the new principal of Mac High. I'm passionate about creating a positive and engaging learning environment for students and staff with a focus around continuous instructional improvement and systems alignment. I look forward to listening and learning from our staff, students and families to understand the shared core values of MHS- and to use those values to guide school improvement so the experiences our students have here reflect the community's collective beliefs.

While learning about our school this summer, it's become clear that the strongest indicator of our student's academic success is their attendance rate. When students are in our classrooms, our teachers do everything they can to foster success, and the most helpful family effort we can ask for is to help us get our students into the care of our staff. To that end, we need to maintain partnership with our families. We ask families to encourage students to get involved in our many activities and athletics to develop connections with the school, track student progress and attendance through the eSchool Home Access Center to maintain accountability with family expectations, and review information we share via ParentSquare to stay updated about what's happening at MHS. In turn, we will support a wide variety of extracurricular activities and experiences for students, maintain timely grade and attendance updating in eSchool, and provide weekly ParentSquare communications so that partnership is possible.

It is essential that we work together in partnership to support our students. While this handbook lays out consistent expectations, it is the day-to-day interactions that we all have with our students that make the largest impact on their success. I haven't been here long, but I believe we have the right staff, students, and community to make those interactions positive and to do truly great things for our students, Mac High, and McMinnville- together.

Let's have a great year- and go Grizzlies!

A handwritten signature in black ink on a light green rectangular background. The signature appears to read "Dave Furman".

Dave Furman
McMinnville High School
Principal

STUDENT ACTIVITIES/OPPORTUNITIES

SCHOOL DISTRICT POLICY: IGDJA

The board believes that participation in District student activities and athletic programs complements, reinforces and extends academic programs and offers opportunities for students to grow physically, intellectually, and socially.

ACTIVITIES (OSAA)		
Music / Instrumental Music / Vocal	Speech	Cheer Dance Team

ASSOCIATION OF STUDENT BODIES (ASB) INFORMATION

While membership is optional, a number of benefits are associated with the payment of ASB registration fees. ASB membership benefits include:

- Free entrance to home pre-season and league athletic competitions,
- Free admissions to away league contests,
- Reduced dance admission to a number of school dances,
- Reduced cost for BBQ lunches sponsored by ASB Leadership,
- Access to clubs, activities and events supported by ASB funds.

Cost of ASB membership is \$45.00 per year.

ATHLETICS/INTERSCHOLASTIC SPORTS

In addition to physical education classes, MHS offers a full program of interscholastic athletic activities. Athletics play an important role in MHS. More than 40% of the students participate as members of one or more of the teams involved in our interscholastic activities.

	FALL SPORTS	WINTER SPORTS	SPRING SPORTS
BOYS	Football, Cross Country, Soccer	Basketball, Wrestling, Swimming	Baseball, Track, Tennis, Golf
GIRLS	Volleyball, Cross Country, Soccer	Basketball, Swimming	Softball, Track, Tennis, Golf

Eligibility

Students participating on any school-sponsored athletic team will meet the eligibility standards established by the Oregon School Activities Association and local school requirements. Students participating in OSAA-sponsored activities must make *Satisfactory Progress toward Graduation* (8.1.2.) in order to participate during the school year. Satisfactory progress is meeting the minimum credit attainment as defined below.

Year in School	Credits Earned (27 required for graduation)
Prior to 9 th Grade	No requirement
Prior to 10 th Grade	5 total credits
Prior to 11 th Grade	11 total credits
Prior to 12 th Grade	19 total credits

A student wishing to participate in athletics must have taken and have passed a minimum of five (5) classes the previous semester and be presently taking a minimum of five (5) classes in the current semester. If a student did not pass five (5) classes the previous semester and/or is not signed up for five (5) classes in the current semester, they will be declared ineligible and will NOT be able to participate in any athletic contests for that sports season (incoming 9th graders are an exception).

All incoming 9th grade students must be registered for eight (8) classes in the current semester. Their grades from 8th grade do not qualify or disqualify them in the first semester.

Additionally, a student must maintain a GPA of 2.0 and must be passing all classes. Any student who does not maintain a GPA of 2.0 and passing status in all classes will be placed on academic probation. Any student, who has passed five (5) classes the previous semester, is ELIGIBLE to participate in after school athletics and activities as set by OSAA standards. However, by McMinnville High School standards, as mandated by the McMinnville School Board, any student who has one or more F's **OR** has a GPA or less than 2.0 is on **ACADEMIC PROBATION**.

Any 10th – 12th grade athlete who has one or more F's **OR** has a GPA of less than 2.0 from the previous semester, will be on Academic Probation and must follow the procedure outlined in the Academic Probation Protocol. 9th grade students follow this requirement beginning second semester. Students who are placed on Academic Probation and are participating in athletics or an OSAA club/activity may continue to do so with the agreement that the student will attend mandatory study halls. The student must attend study halls for the remainder of the grading period. If the student does not fulfill the required time in the study hall each week, they will not be able to participate until the hours have been completed. At the end of the grading period, the student must demonstrate that he/she is passing all classes and has a GPA of 2.0 or higher (see Section 4, Academic Requirements in MHS Athletic Handbook Code of Conduct section). If the student is passing all classes and has a GPA of 2.0 or higher, then the student will no longer be on probation and will not be required to attend the study halls. If at the end of the grading period, the student is still not passing all classes and/or the student's GPA is below a 2.0, then the student will immediately be declared ineligible and will not be able to participate in athletics until he/she is passing all classes and is earning a GPA of 2.0 or higher.

Students need to be aware that their eligibility in athletics and clubs/activities may be revoked at any time due to unsatisfactory attendance or academic performance. **Ineligible student-athletes may obtain permission from their coach to be able to practice with their teams, but under no circumstances will they be allowed to dress down or participate in any games.**

Participation

In order to participate in athletics at McMinnville High School, students must:

1. live in the McMinnville School District attendance area with his/her parent(s) or guardian(s),
2. pay a \$208 participation fee (scholarships available based on need)
3. have a physical examination form on file, taken **after July 1** of the incoming 9th grade year and every two years thereafter,
4. all athletes will be required to complete the Impact Test. The Impact Test can be taken online. (See district website for instructions.)
5. have insurance, either their own or school insurance, which can be purchased, and
6. have completed the athletic registration form.

Participation Fees

Each enrolled athlete must pay a \$208 per sport participation fee. There is an annual District family cap of \$624 for enrolled athletes, and an individual high school student cap of \$416. Payment plans or partial scholarships are available to students who need some financial assistance. No student will be excluded from the athletic program due to lack of resources. See Tracy Brandt, our bookkeeper, about the payment plan and scholarship process.

Refunds will only be made if the student is cut from the program and requests a refund. The athletic director must approve any other requests for refunds. A student who is removed from the team at any time is not eligible for a refund.

Absolutely no participation fees will carry over from one year to the next. It is possible to transfer from one season to another within the same year if a request is made to the bookkeeper by the specified dates (see Athletic Handbook).

Additional information regarding athletics in our Student-Parent Athletic Handbook given to each athlete and located in the Main Office.

CLUB OPPORTUNITIES

McMinnville High School offers a wide variety of clubs varying from classroom cooperative to global interest to service clubs. A directory of clubs and advisors will be made available at the beginning of the school year, along with meeting dates and times.

DANCES

McMinnville High School clubs and teams sponsor informal dances throughout the school year as fundraisers. Although dress may be less casual than regular school attire, it is still expected that the dress code be upheld by dance participants. Only students of MHS are eligible to attend. ***Identification by showing the current school year student body ID card is REQUIRED.***

Homecoming is a casual event, the Winter Dance is semi-formal, and the Prom is a formal event. The Junior-Senior Prom is for upper-classmen only.

Pre-registered guests of enrolled/active MHS students are allowed at **Winter Dance**, and the **Prom**, with prior administrative approval. These visitors must be enrolled high school students or no older than 19 and **must** complete and return an approved Student Guest Dance Registration Form no later than 3 days prior to the dance. **Middle school-aged students (and younger) are NOT allowed at MHS dances.** All visitors are subject to MHS rules while attending school dances.

Any active MHS student invited to a high school dance outside of the McMinnville School District, must be in “good standing” in order to receive administrative approval to attend the dance. Attendance and behavior are taken into consideration when determining “good standing”.

TRIPS & ROOTER BUSES

The principal or his designee shall accompany all school groups participating in an activity. Everyone must return from the activity using the same transportation as when going, unless previous arrangements to come back with parents have been made. Students missing the bus and going by private transportation shall not participate and may be subject to disciplinary measures. The school does not have insurance to cover private transportation. Typically the cost per student to ride the rooter bus is \$10.00 per trip and includes entry into the event. Students must be in good standing at MHS with no significant behavioral or attendance issues. MHS administration has the right to deny a student’s application to ride the rooter bus. Any group planning an extended or out-of-state trip must receive prior approval from the principal and the school board; by policy, the initial request must come before the board at least 40 days before the date of the trip.

ACADEMIC HONORS/RECOGNITION OF HIGH ACHIEVING STUDENTS

There are many awards at MHS that recognize high-achieving high school students. Most of these awards require that a student take the proper classes starting in the 9th grade and maintain a high cumulative GPA. Some of them also require a high score on a standardized test. Some of the programs are described below:

McMinnville High School students who excel academically are eligible to earn Academic Honors. To do so, the student must be enrolled in at least six classes and achieve a cumulative 3.5 or higher grade point average.

During a student's high school career, they will be recognized for their academic achievement at the end of each semester. This will include letters home, certificates, academic letters, and events.

Academic Honor Cord Following the seventh (7th) semester of a cumulative 3.5 or higher grade point average, a student is awarded a gold academic achievement cord to be worn at commencement.

Salutatorians will be recognized with a medal at Scholarship and Awards Night to wear at commencement.

Salutatorian honors will go to students who meet the following criteria:

- Seven semesters completed with a cumulative weighted grade point average of 4.00 or higher, **AND** qualifies for an Honors Diploma

OR

- All A's and only one B on their transcript **AND** qualifies for an Honors Diploma

Valedictorians will be named following the seventh semester and will be awarded a medal at Scholarship and Awards Night to wear at commencement.

Criteria to be named valedictorian are as follows:

- Seven semesters completed with a cumulative unweighted grade point average of 4.0 or higher
- Qualifies for an Honors Diploma

Transfer students must make Honor Roll at least once before they will be considered for Academic Honors at McMinnville High School. These students may receive multiple level awards depending on transfer grades to MHS.

Additional academic recognition includes:

Gold Cord:

Students will receive a gold cord to wear around their neck with their graduation gown when they have achieved an unweighted 3.5 or higher cumulative grade point average following the seventh (7th) semester.

Honors Diploma:

Students will receive an Honors Diploma at graduation when they have met all of the requirements for their specific Career Pathway (see Course Bulletin). Counselors will verify Career Pathway endorsements at the beginning of May.

Career Pathway Cord/ Endorsement:

Students will receive a blue cord to wear around their neck with their graduation gown and a Career Pathway endorsement on their graduation diploma when they have met all of the Career Pathway requirements for their specific Career Pathway (see Course Bulletin). Counselors will verify Career Pathway endorsements at the beginning of May.

Professional Technical Excellence Award:

The Professional-Technical Excellence Award is given to a 12th grade student who has shown the maximum possible effort to realize his or her potential in a chosen Professional-Technical field. Performance and improvement in all courses, as well as participation in athletics, the arts, club and outside activities are considered for this award. A committee chaired by the principal makes this annual selection, and the winner's name is added to a perpetual trophy kept in the trophy case of McMinnville High School.

Academic Excellence Award:

The Academic Excellence Award is awarded to a 12th grade student who has shown the maximum possible effort to realize his or her optimum academic achievement. Performance and improvement in English, math, science, social science, as well as athletics, performing arts, club and outside activities are considered for this award. A committee chaired by the principal makes this annual selection, and the winner's name is added to a perpetual trophy kept in the trophy case of McMinnville High School.

A student enrolled in an Advanced Placement (AP) course, and who registers for and completes the AP examination for that course, is eligible for the AP designation on their academic transcript, and is eligible for weighting of their grade point average for that course (example: A = 5 points, B = 4 points, C = 3 points. D and F are not eligible for weighting). A weighted grade point average can influence a student's ability to achieve the salutatorian level of Academic Honors.

ALTERNATIVE PROGRAMS

In compliance with Oregon Law (ORS 339.250), the McMinnville School District provides programs of alternative education for students. Individual notification to students and parents or guardians regarding the availability of alternative programs may be given when:

1. the student is not benefiting from the regular educational program;
2. a student's credit deficiency is negatively impacting their original graduation date (attendance issues will be assessed on a case-by-case basis);
3. a student or the student's parent or legal guardian notifies the District of their intent to withdraw;
4. two or more severe disciplinary problems occur within a three-year period;
5. expulsion is being considered; and/or
6. a student is expelled.

For more information on McMinnville High School's Alternative Program, call Mark Hinthorn 503.565.4243.

CAREER-RELATED LEARNING OPPORTUNITIES

This is an opportunity to earn elective credit for career experiences in our community. Structured Work Experience is designed to combine classroom and community-based learning and gives the student the opportunity to work while learning about a career in a number of areas.

CAREER-RELATED LEARNING OPPORTUNITIES (cont.)

1. ***Cooperative Work Experience*** includes agriculture, accounting, childcare, mechanical tech, and marketing and office systems.
2. ***Career Path Work Experience*** is for students who are enrolled in classes related to career goals.
3. ***Structured Work Experience***
4. ***Personal Education Plan***

COLLEGE CREDITS

Linfield College, Oregon Institute of Technology, Portland Community College and the Chemeketa Community College "College Credit Now" Program provide an opportunity for high school students to earn college credits while still enrolled in high school. A description of these programs follows:

“College Credit Now” Program - Through articulation agreements between Chemeketa Community College and regional school districts, a high school student may earn both high school and college credit upon satisfactorily completing identified high school classes. Check with your counselor and teacher for registration and fee information. Registration is in January for winter term and April for spring term. All credits will appear on a regular Chemeketa transcript and may transfer to other state colleges and universities as a regular Chemeketa credit. (Some credits meet elective requirements and some count as required courses.) Registration is at the beginning of each term and is done on-line for Chemeketa Community College. **(For more information, see the 2021-2022 Course Bulletin)**

COUNSELORS

The Counselors can be found in the Success Center and are there to assist students and parents with personal issues, academic, vocational/future planning, and student records. Appointments can be scheduled by calling the Success Center line at 503 565-4217. Students can also schedule an appointment before school, during lunch or after school.

DIPLOMAS

McMinnville High School offers several diploma options: standard, modified, honors, basic, etc.. Each diploma has a specific set of eligibility requirements (refer to School Board Policy IKF and IKF-AR). The district will continue to award a standard diploma to a majority of its graduating students. The district will grant alternative diplomas to students who have met some, but not all of the district’s minimum graduation requirements (modified), and to those who have significantly exceeded the state graduation standards (honors). Students must apply for an honors diploma by December 15 of their graduating year. Forms can be obtained through the student’s counselor or academic advisor. *Alternative diplomas* will be awarded if students meet eligibility requirements as determined by the District. **(For more information, see the 2023-2024 Course Bulletin)**

DROPPING A CLASS

9th and 10th grade students are not allowed to drop any classes. 11th and 12th grade students, if on track to graduate, may drop a class for an “Open Period” during the first two weeks (10 school days) of each semester. They must complete and return the “Open Period Request” form to their counselor. 9th and 10th graders are not allowed to have an Open Period. Any class drops requested after the first two weeks (10 school days), will require a completed “Open Period Request” form and the student will receive an “F” for the class dropped. **(For more information, see the 2023-2024 Course Bulletin)**

EARLY GRADUATION/EARLY COMPLETION REQUEST

Early graduation is an opportunity for very capable students, who have concrete plans to pursue further education (or work full-time), to complete their high school academic requirements in three years. Early graduation students must complete all requirements for the District’s standard diploma. Enrollment, as 10th or 11th grader, in courses designated for the 12th year of high school must have the written signature approval from both the student’s counselor and the high school principal prior to enrollment.

Students must have a minimum grade point average of 3.0 to apply to early graduation. Of the 27 credits required for the standard diploma, only one credit earned as an office or teaching assistant shall apply; no more than two credits of work experience shall apply; and no more than three credits of off campus course work shall apply towards graduation requirements.

Applications for students to graduate early must be received by the high school principal by **May 1 of the student’s 10th grade year**, unless the student moves into the district after that time. *In that case, the student must apply by October 1 of his or her 11th grade year.* Completed applications will include:

- Early graduation application
- A letter of interest from the student detailing future plans and why they are seeking to graduate early
- A counselor’s opinion of the request

EARLY GRADUATION/EARLY COMPLETION REQUEST

- A copy of the student’s current schedule
- A plan for all future coursework
- A transcript

The high school principal shall review the application and bring his/her recommendation to the superintendent. The superintendent shall then forward a recommendation to the school board for their action. The school board shall make the final decision as to whether the plan is approved. **(For more information, see the 2023-24 Course Bulletin)**

EVERY STUDENT BELONGS (ORS 581-022-2312)

It is the policy of the Oregon State Board of Education that all students, employees, and visitors in public schools are entitled to learn, work, and participate in an environment that is safe and free from discrimination, harassment, and intimidation. The presence of symbols of hate, such as the noose, the battle flag of the Confederacy, symbols of neo-Nazi ideology create a material and substantial disruption in school activities and the learning environment by creating an atmosphere of fear and intimidation, and interfering with the rights of students by denying them full access to the services, activities, and opportunities offered by MHS.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

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

The following have been designated to coordinate compliance with the legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Dr. Debbie Brockett, Superintendent	503.565.4000
Shelly Simoni, Director of Student Services	503.565.4032
Steffanie Frost, Director of Human Resources	503.565.4021
Dave Furman, MHS Principal	503.565.4203

FEES

The 2023-24 fees adopted by the Board for McMinnville High School are as follows:

ASB Fee	\$47.00
Yearbooks	68.00
After November 1,	70.00
Athletic Participation (<u>per sport, per student w/family cap of \$624</u>)	208.00 (MHS ind. cap \$416)
Painting, Advanced (per semester)	22.00

FEES (cont.)

Drawing, Advanced (per semester)	22.00
3D Art (per semester)	43.00
AP Studio Art (Full Year)	43.00
Exploratory Art (Free with fee for misused materials)	13.00
Digital Electronics / Engineering	43.00
Ceramics 1-4 (per semester)	43.00
Intro to Foods (per semester)	43.00
Advanced Foods (per semester)	43.00
Grizzly Catering (per semester)	43.00
ProStart 1-Intro to Catering (per semester)	43.00
ProStart 2-Tourism/Food Service Mgt. (per semester)	43.00
Fabrication 1-2 Advanced	43.00

Woods 1-3	As Used
After-School Clubs (per semester)	TBD
MHS Parking Permit (per year)	45.00
Instrument Rental (per year)	52.00

(Fee-based classes require payment in FULL. Grade reports will reflect “F’s” until paid in full.)

Other possible fees:

Replacement MHS ID Card (per card)	5.00
Work Experience-Insurance fee (per year if applicable)	5.00

GRADUATION

Participation in the graduation ceremony is a privilege. Students are required to have met all graduation requirements (27 credits), *Essential Skills Assessment and completed their *Personalized Education Plan (PEP), required by the State of Oregon, in order to walk and receive their diploma. It is critical that 12th grade students plan their course of instruction carefully to meet diploma requirements. If students or parents have any questions on status, they should schedule an appointment with their counselor at the beginning of the school year.

Students expelled or on a continuing expulsion during their senior year will be denied participation in the graduation ceremonies. 12th grade students participating in “senior pranks” that cause damage, severely disrupt the educational environment, or defame members of the school and community may be denied participation in graduation activities.

INCOMPLETES

A mark of “incomplete” or “I” is sometimes given for a class when a student is unable to finish coursework by the end of a semester due to a serious illness or other personal or family emergency. Work is to be completed within two (2) weeks since teachers must submit a grade change within two weeks of the last date of the semester. Grades not changed within this time frame may be changed to an “F”. Incompletes will also be given if the course fee has not been paid.

LATE REGISTRATION

Students not enrolled in a class during the first six (6) weeks of a semester will earn .25 credit for the semester. The only exception is for on-line classes. Classes may be attended on an audit basis for no credit with administrative approval after twelve weeks.

PASS/FAIL

Students may take some classes on a Pass/Fail basis. Students will need approval of the teacher and administrator. **The arrangement to take a class Pass/Fail must be made during the first five (5) weeks of the class.** For BYU/PSU on-line classes and Individualized Fitness information, contact your counselor. **(For more information, see the 2023-2024 Course Bulletin)**

SCHEDULE CHANGES

Staffing at McMinnville High School is based on student’s forecasting from the previous spring, therefore, **requests for a schedule change will not be approved.** **(For more information, see the 2023-2024 Course Bulletin)**

TALENTED AND GIFTED PROGRAM

Students who are qualified for the Talented and Gifted Program will be identified on the following criteria:

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

TESTING

Most public and private colleges and universities require entrance or placement tests. If you are not certain which test (SAT or ACT) your college selection requires, check with a counselor/academic advisor. There are basic processing fees for these tests.

SAT II Subject Area Tests are required by some institutions, particularly those schools that have a higher admission requirement (i.e. Ivy League colleges and some California and Washington colleges). There is a basic fee for administering these tests, and they are given at various test centers throughout the state. McMinnville High School is a test center for the SAT, PSAT and ACT. For more information on testing dates, check with the Success Center.

TRANSFER CREDIT

Students can petition to earn McMinnville High School credit by taking a class through another accredited program. Students will need to pick up a petition from their counselor which will require them to get parent, counselor and administrator approval. In order to get credit to appear on your MHS transcript, official verification from the accredited program, including final grade and credit awarded is required. The college credit conversion to high school credit is as follows:

1-2 College credits = 0 MHS credit

3-5 College credits = 0.5 MHS credit

GENERAL STUDENT EXPECTATIONS

It is important for students and parents to read items listed in this section. Call 503-565-4200 to speak with an administrator or dean of students if you have any questions or need clarification. District policies are available on-line at the district website, <http://mhs.msd.k12.or.us>, or in the school office for on-site viewing upon request.

ACADEMIC INTEGRITY POLICY

McMinnville High School intends to work with each student to help them acquire the knowledge, skills, judgment, and wisdom to succeed in each of their endeavors. Students should take responsibility for their own learning and experience and feel the pride that comes with academic achievement. When a student submits another's work as one's own or cheats on assignments or tests, the value of education is diminished and academic progress and character development are compromised. Therefore, any students who participate in any form of academic dishonesty will receive academic consequences as well as possible disciplinary consequences.

Academic dishonesty is defined as any type of cheating that occurs in an individual's academic work. It can take place in various forms and may include the following:

- ❖ **Cheating** – Cheating can happen in various ways. While taking an exam or working on any academic activity a student is cheating when they do the following without the expressed approval of the teacher:
 - looking over at another person's exam or activity
 - using any notes/information of any type and in any form
 - scanning/copying exams for one's own use
 - using calculators, cell phones, or other electronic devices
 - working with others on assignments
 - copying the work of others
 - Submitting the same work from a different class or a different year

- ❖ **Plagiarism** – Plagiarism is when someone presents someone else’s words or thoughts as one’s own or when they do not cite the original author(s). Plagiarism can be intentional or unintentional. Intentional plagiarism is cheating. Examples of plagiarism include:
 - Failure to cite or acknowledge an author when using their words or phrase
 - Paraphrasing another person’s position or argument
 - Presenting someone’s thought as one’s own
 Students may use words and thoughts from others but it must not give the appearance that it is their own.
- ❖ **Deception** – Deception is when a student provides false information to a teacher regarding their academic performance. Examples of deception include:
 - giving a false excuse for missing a deadline
 - falsely claiming to have submitted work
 - Turning in work that was completed by someone else
- ❖ **Vandalism** – Vandalism can be a form of academic dishonesty when the act prevents others from completing their work. Examples of vandalism include ripping pages out of a textbook or library books or disrupting activities or experiments that prevent other students from participating.

Potential Consequences

For all forms of academic dishonesty, teachers may use academic consequences to discipline students. In addition to any academic consequences, Assistant Principals and Deans of Students may also take disciplinary action. Consequences will be determined on an individual basis, given the nature and severity of the offense. Potential consequences may include one or a combination of the following:

- ❖ A referral
- ❖ Notification to parents/guardians of the offense
- ❖ Conference with student, parents, and administrator or Dean of Students
- ❖ Grade reduction on the assignment
- ❖ A zero (0) for the assignment with no opportunity to make up the work
- ❖ Failing grade for the semester
- ❖ Suspension

ASSOCIATED STUDENT BODY CARDS & IDENTIFICATION CARDS

Student body cards (ASB cards) are issued to all MHS students. It is requested that students wear their ID badge on a lanyard and have it displayed at all times. Those unable to produce an ID card upon request may be subject to disciplinary action and/or may not be admitted to school events. ASB cards are required for school meals and to check out library and textbooks. MHS issues a student's first ID card and lanyard during the registration process, after school photos are taken. When a card is lost, student’s will receive a replacement ID card free of charge. All subsequent replacement ID cards will cost \$5.00.

ATTENDANCE

McMinnville School District believes that regular attendance is a major contributing factor to a student’s success at school. Therefore, the attendance policy at McMinnville is designed to assist the student to take responsibility for their own learning.

Checking-In/Check-Out Procedures

Once a student is on campus, the student must remain on campus with the exception of 10 – 12 graders during their lunch time. If a student needs to leave campus for ANY reason, they sign out at the Attendance Office AFTER a staff member speaks to a parent or guardian giving them permission to leave. Students arriving at school after the first class of the day has started need to enter and sign in at the Welcome Center.

It is the student's responsibility to be sure parents excuse within 24 hours any absences that should be excused.

Daytime Curfew

The McMinnville City Council enacted an ordinance (9.40.025) related to daytime curfew. The ordinance states, “no minor between the ages of 7 and 18 years who has not completed the twelfth grade shall be in or upon any street, highway, park, alley, or other public place during regular school hours.”

The ordinance requires that students be enrolled and attend school during regular school hours. Students who are found to be off-campus by a police officer and/or school official during school hours, excluding the lunch period, will be apprehended and returned immediately to school. 9th grade can be sited during lunch if found off campus. Additionally, the Yamhill County Juvenile department will be notified of the daytime curfew violation. Once returned to school, the student will receive appropriate disciplinary consequences for truancy, parents will be notified of the daytime curfew violation, and a letter will be mailed to the student's parent/guardian from the juvenile department regarding the violation.

Excused vs. Unexcused Absences

In order for an absence to be excused, it must meet the following criteria: illness/injury, necessary family travel, educational/occupational interviews, a school activity, quarantine, bereavement, serious illness in the family, inclement weather, religious instruction, emergencies, legal/court or medical appointments.

An unexcused absence is defined as any absence not meeting the criteria for excused absences. If a student has two or more unexcused absences, they may be required to relinquish their student parking permit. Parents are responsible for reporting a student's absence, and the school is responsible for determining whether it is excused or unexcused.

Make-Up Work Policy For Absences

If absences are excused, students have the same number of days as they were absent to make up the work. For example, if a student is gone for four (4) days, (s)he has four (4) school days to make up the homework assignments, quizzes and tests missed during that time.

If absences are unexcused, teachers may choose not to give credit for the daily work. (Students should also check with each individual teacher regarding other specific make-up work policies.) However, for projects, tests and other work that covers a period longer than that absence, students are allowed to make up the activity or test. For example, if a student has an unexcused absence on a Tuesday, and the unit test over two weeks of math is given that day, the student has until the end of the day of the Thursday class (on our A/B schedule, classes meet every other day) to make up that test because the unit of study covered a period longer than that one day of absence.

If parents expect their student to miss a class/period for MORE THAN three days with an illness, (due to the block schedule, translates to five (5) or more weekdays), they should call the attendance office excusing the absence and requesting homework at 503-565-4208. Attempts are made by teachers to have homework requests available at the main office after 3:30 the day following the request. For absences up to 3 days, students may request work upon their return to school.

IT IS THE RESPONSIBILITY OF THE STUDENT TO GET HOMEWORK FOR THE TIME THEY MISS.

Reporting An Absence

Students are expected to be at school and in each scheduled class without being tardy, every school day unless they are ill or have a pre-arranged absence. **Parents/Guardians must call MHS at 503-565-4208 prior to an absence; otherwise the absence will be recorded as an unexcused absence.** All truanancies will be reported to an administrator who will follow up with the appropriate consequences.

Tardy Consequences

After a student accumulates 6 tardies in a 4.5 week period, the dean or administrator assigns an after-school detention. Consequences for additional tardies or attendance issues may increase in severity; others include in-school suspension. If students do not attend assigned detentions, they may be suspended for defiance. Staff and administrators conduct random hall checks. Students found in hallways during instructional times may be subject to disciplinary action.

BIKES, SKATEBOARDS, SCOOTERS

For safety and security purposes, students must dismount bikes, skateboards and scooters as they enter campus on 15th or 17th streets and walk them to the school's entrance, where they **MUST** be locked up at the appropriate racks either outside or in the foyer. Bikes, skateboards and scooters are **NOT** allowed in hallways and must be locked up or stored in an approved location during school hours upon entry to the school.

CAMERAS

Students are not to use their personal cameras (including cameras on cell phones) at school or school activities without first getting permission from an administrator and the persons whose images are being recorded. Students who share photos or videos of inappropriate behavior may be subject to discipline for harassment, disrespectful behavior, etc. Parents should be aware that they are legally liable for material recorded and video taped by their teens.

Students are NOT allowed to video record MHS staff or students on any electronic device without prior written consent of the person / people being recorded. Any posting of a video recording to social media or the internet without the consent of that person will be considered **Harassment** and will result in disciplinary measures at school. In addition, notification to law enforcement will occur if the harassment threatens school violence or involves illegal substances, weapons, sexual harassment, bullying/intimidation on race/gender/color or could lead to a major disruption of the educational process.

CAMPUS SUPERVISORS

MHS has campus supervisors responsible for the safety and security of our campus. Their areas of responsibility cover anything that impacts the safety and/or security of MHS students. Their authority equals that of any staff member at the high school.

CELL PHONES *(also see Electronic Devices, page 17)*

Cell phones and electronic devices need to be put away and turned off during instructional times (refer to Parent-Student Handbook for specifics). Violation of this policy will result in the following consequences:

- First offense: Item will be confiscated and held in the Student Center until the end of the day. Students may pick up the device at that time.
- Second offense: Item will be confiscated and held in the Student Center until the end of the day. A behavioral referral for Non-Compliance with School Rules will be processed and a detention may be issued. Students may pick up at the end of the day.
- Third offense: Item will be confiscated and held in the Student Center until a parent conference with a Dean of Students and/or Administrator occurs so that a "cell phone plan" can be developed to address the issues and mitigate repeating the behavior. A behavioral referral will be processed for defiance and disciplinary action will be taken.

CLOSED CAMPUS

McMinnville High School has a closed campus policy during school hours, with the exception of LUNCH time for 10th, 11th & 12th graders. ***Ninth graders are to remain on campus all day, including lunch time, as freshmen need the supervision and structure of lunch on campus to ensure a successful transition to high school.*** Closed campus starts when a student arrives on campus. Except at lunch, students are not allowed to leave campus during the school day (including teacher and/or office aides) without an open period or parent/guardian permission and checking out at

the attendance office. Parents however, are permitted to pick up their 9th grade students for lunch after checking them out at the Welcome Center.

COMMONS SPACES (Atrium, Den, Food Court)

Students are not to be loitering in the Atrium, Den, Activities Lobby or Food Court during class time. Students with an open-period card are not to be on campus as per the open-period agreement signed by both student and parent. Students who ride the school bus to and from home are allowed to use the library as a study hall should they have an open period in their schedule.

COMPLAINT PROCEDURES

Complaints should be handled by addressing the concern to the person directly and attempting to solve the issue at the lowest level possible. For example, if a parent is concerned about how an incident in a classroom was handled by the teacher, the parent should speak first with the teacher. If the issue is not resolved to the parent's satisfaction, the parent should meet with the teacher's supervising administrator. Further guidelines about the district complaint procedure are available by viewing Policy KL, and Administrative Rule KL – AR. Policies are available on the district website, www.msdk12.or.us or in school offices upon request for on-site viewing.

DIRECTORY INFORMATION

Directory information includes, but is not limited to, the student's name, address, telephone listing, and photograph. This type of information is generally not considered harmful or an invasion of privacy and can be disclosed to outside organizations without written permission of a parent. In addition, federal law requires districts to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings unless the parent has requested in writing they do not want their student's information disclosed.

If parents would like to restrict the availability of their student's directory information, they must submit a letter to the Office of the Principal with their request by October 1st.

DRESS CODE/GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption in learning environments and avoid safety hazards. To meet these goals, McMinnville High School has implemented the following student dress code:

- Students **MUST WEAR**: bottoms, tops and clothing that covers genitals, buttocks and nipples. (Clothing that is see-through requires undergarments to be worn; No tube tops or bathing suits allowed.)
- Footwear appropriate to the activity or class must be worn at all times (shoes, boots, sandals, etc). No bare feet or walking around school in socks is permitted, unless part of a class like Yoga. Bedroom slippers are not allowed.
- Clothing and accessories must be free of any sign of alcohol/drugs or related paraphernalia, sexual connotations, violence, racism or racial put-downs, gang affiliation, tobacco and/or profanity. Any clothing that intimidates others or creates a hostile environment (Confederate flags, Nooses, Swastikas, hate speech, etc.) is not allowed.
- No hoods or paisley bandanas (red, blue, black, etc), or any other type of non-religious head coverings are allowed during school hours or school activities. Exceptions for religious purposes may be made upon request. **(Consequences for bandanas are the same as cell phones – see page 16)**
- Clothing and accessories must be free of potentially dangerous features. Long or heavy gauge chains, choke collars, pointed studded jewelry or any sharp objects hanging from clothing are inappropriate.
- Sunglasses are not to be worn inside the school building.
- Trench coats are not to be worn in the building but may be stored in a locker.
- Blankets, flags, banners, etc used as outerwear and other attire such as pajamas and/or costumes are not permitted unless a part of an approved spirit day activity.

When dress or grooming clearly disrupts learning, violates the stated expectations and guidelines, or presents a health or safety hazard, the student will be required to change their attire prior to returning to class. Guidelines for this code come from a combination of advice from police, dress codes in other school districts and case law.

DISCIPLINE

1. Student behavior, regardless whether on or off campus, can result in disciplinary action up to and including out-of-school suspension and/or expulsion. *This includes behavior that at any time negatively affects the safety of students or the school climate and/or instructional mission of the school. Behavior under school jurisdiction includes electronic means, such as a cell phone or a computer, and is subject to school-based investigation and consequences.* School officials have jurisdiction from the time a student leaves home for school until the time the student returns home after school has ended.
2. **Out-of-school suspensions** by law can be assigned by an administrator and range from 1 to 10 days. An **expulsion** is recommended by an administrator but can only be assigned by the district superintendent after the expulsion hearing process has been completed.
3. Consequences are sometimes tailored to individual students or according to a contract or behavior plan established between staff and the student and/or the parent.

The following is a general guideline for consequences assigned when student behavior does not meet school expectations.

For Lesser Offenses

OCCURRENCES	MINIMUM	MAXIMUM
First	Verbal/written warning and/or parent involvement	Out-of-school suspension
Repeated	Detention	Expulsion

For More Serious Offenses

OCCURRENCES	MINIMUM	MAXIMUM
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

DUE PROCESS

Due Process in education means that all individuals will be treated fairly and that fairness should be rendered in all areas. A student’s due process rights will be observed, including the right to appeal decisions made about disciplinary matters. See the Discipline/Due Process section of the District Student Rights and Responsibilities Handbook for additional information.

ELECTRONIC DEVICES

Students are strongly advised to leave ALL electronic, sound and communication devices (with the exception of cell phones) at home. The school **IS NOT** responsible for lost or stolen articles.

Electronic devices (cell phones, tablets, airpods, head/ear phones, etc.) must be turned off, silenced and kept **AWAY** during instructional hours unless specific permission is granted by staff members for educational purposes. This includes during classes, assemblies/events and other school activities. Student use of cell phones is not allowed in office areas without prior staff approval.

Students are NOT allowed to video record MHS staff or students without prior written consent of the person / people being recorded. Any posting of a video recording to social media or the internet without the consent of that person will be considered **Harassment** and will result in disciplinary measures at school. In addition, notification to law

enforcement will occur if the harassment threatens school violence or involves illegal substances, weapons, sexual harassment, bullying/intimidation on race/gender/color or could lead to a major disruption of the educational process.

Students may use their electronic devices at MHS for individual purposes before school, during the 6 minute passing times, at lunch-time and after school. In addition, teachers will provide students with a 2 minute tech-break during each class period at their discretion. Finally, use of devices such as Bluetooth speakers for group music is not permitted inside the school. Violation of this policy will result in the following consequences:

- First offense: Item will be confiscated and held in the Student Center until the end of day on that day.
- Second offense: Item will be confiscated and held in the Student Center until the end of that day and a parent guardian may pick it up on the same day.. A behavioral referral for Non-Compliance with School Rules will be processed.
- Third offense: Item will be confiscated until a parent conference with a Dean of Students and/or Administrator occurs. A behavioral referral will be processed for defiance and disciplinary action may be taken.

The Electronics Policy is also included in the *Chromebook Appropriate Use Agreement* sign-off form. Please read this policy carefully before you sign it.

EMERGENCY DRILLS: FIRE, EARTHQUAKE, OTHER DRILLS

Students and staff participate in emergency drills or rapid dismissal for fire or other emergencies at least once each month during the school year. Earthquake drills are required each year as well. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner when directed to move outside the building to assigned locations. Students re-enter when the all-clear signal sounds or they are otherwise directed.

Setting off a fire alarm as a prank is against the law and is also a school violation punishable by suspension and/or expulsion.

EMERGENCY LOCKDOWN PROCEDURES

1. Evacuation: By emergency alarm – return to school by PA announcement or sounding of bells
2. Dangerous Person/Lock Down: “THIS IS A LOCK-DOWN” will be announced via the office intercom system.

If there is a dangerous person in the building, “THIS IS A LOCK DOWN” will be announced via the office intercom system. This indicates that teachers are to hold their students in their classrooms until further notice. The purpose of this action is to hold students in secure areas until the problem is isolated/diffused. Instructions to follow could range from evacuating classrooms to dismissing students to continuing with the regular school day.

GANG ACTIVITY OR ASSOCIATION

Any student wearing, carrying or displaying gang-like paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and possibly expulsion. *Please refer to the District Student Rights & Responsibilities Handbook and District Policy JFCEA and JFCEA-AR for further information.*

HARASSMENT

Harassment, on the basis of sex or race, is a violation of ORS 659A.030 and of Title VII of the Civil Rights Act of 1964. It is the policy of the McMinnville School District to maintain a learning and working environment that is free from harassment or intimidation. No employee or student of the District shall be subjected to harassment or intimidation.

Harassment may occur in many forms including texting, cyber-bullying through email, or on the internet through sites such as Facebook. Incidents occurring in these venues may become school-connected incidents. This means students involved may receive disciplinary consequences if they influence the climate at our school. Rumors, name-calling, threats, sexually explicit information and other language or behavior that impacts a student's reputation may be referred to an administrator and/or the school police resource officer for investigation and possible consequences.

It shall be a violation of this policy for any member of the McMinnville School District staff to harass or intimidate another staff member or student through conduct or communications. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications on any subject.

Harassment may include, but is not limited to, the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks with sexual or demeaning implications
- unwelcome touching
- sexual or racial jokes, posters, etc.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats
- cyber-bullying via e-mail or on sites such as Facebook , or other forms of electronic communications
- intentionally embarrassing others to a level that causes personal harm
- telling lies or spreading rumors about an individual's personal life
- comments about a person's anatomy or looks
- unwanted letters or telephone calls, or unwanted communication
- inappropriate staring or leering at someone

Oregon State's Revised Statute 166.065 says "A person commits the crime of harassment if the person intentionally harasses or annoys another person by:

- Subjecting such other person to offensive physical contact; or,
- Publicly insulting such other person by abusive words or gestures in a manner intended and likely to provoke a violent response."

An employee or student who has been subjected to harassment, believes that he/she may be a victim of harassment, or have witnessed harassment is responsible for reporting the incident to a building administrator immediately. The report may be verbal or written.

When a complaint has been reported, the administrator or supervisor is responsible for investigating the complaint and taking corrective action when the investigation shows harassment took place. Students engaging in harassment shall receive consequences up to and including suspension or expulsion.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and board policy and procedures governing harassment and/or intimidation within his/her school or office. (See also Internet/Email & Computer Use section.)

INSURANCE COVERAGE

McMinnville School District No. 40 WILL NOT be responsible for any medical, dental, or hospital bills occurring as a result of injury to a student. *IF YOU DO NOT HAVE YOUR OWN MEDICAL COVERAGE*, the McMinnville School District makes available to students an insurance plan. **THIS PLAN IS OPTIONAL FOR PURCHASE BY THE STUDENT/PARENT.** It is designed to assist in payment of medical expenses. Brochures giving rates, limitations, and benefits are available in the Main Office.

INTERNET / EMAIL & COMPUTER USE

The **student and parent** must sign a consent form in order for the student to use the internet in the Library and other computer labs at MHS. Any student who has not been through this procedure will be denied access to the internet. Students without internet access may not be able to work on assignments during class. Computers with free internet access are available at the McMinnville Public Library. Parents and students are expected to read and be familiar with the Technology Guidelines. For more detailed information, the Technology Handbook is available upon request or online at the district's website.

LOCKERS

Students are issued a locker and a lock free of charge. **Students who lose their locks, damage lockers, write on, and/or fail to clean their lockers prior to leaving school will be charged for the cost of the lock, repairs and/or a cleaning charge.**

Hall lockers are provided so students may have a convenient place for their personal property (do not leave money or valuables in a locker). *It is the student's responsibility to keep his/her locker locked at all times.* Locker combinations are given only to the individual student and **should be kept private**. Whenever the lock fails to work properly, notify the secretary in the main office as soon as possible. *Locker changes throughout the year are issued only from the Student Center.* A locker rules sheet is given to each student at the time of checkout. The student needs to be familiar with and follow those rules. Presentation of the student body card is necessary for locker changes or combinations.

Lockers are loaned to students during the school year. The school requires that:

1. they be kept neat at all times;
2. they be kept free of indecent or offensive pictures or posters or those which promote the use of drugs, alcohol, nicotine (vape pens/products), tobacco, sexual or illegal behavior;
3. no writing on the locker itself, nor decorating the exterior;
4. no unlawful objects or materials are to be stored in them; no personal locks are to be used instead of school locks.
5. students should NOT keep their belongings in other students' lockers.

Students should not expect privacy from school officials concerning lockers. The school reserves the right to hold random locker checks on a regular basis to insure that they are properly maintained and do not contain any illegal items. Inspections of individual lockers may be made when there is reasonable suspicion that illegal, inappropriate, or dangerous items are contained in them.

LOST AND FOUND

Lost and found items are collected and stored just behind the Food Court. Valuables are kept in the Main Office. Unclaimed items will be donated to charity at the end of each semester.

MEDICINE AT SCHOOL

The Oregon Legislature, the Oregon State Board of Education and your school district have made rules for students taking or receiving medications at school.

Prescription or Non-Prescription Medication

If your child needs to take **prescription or non-prescription** (over the counter) medication at school, PARENT(S) or GUARDIAN(S) must do the following:

1. Complete authorization forms for medication administration by school personnel.
2. Bring the physician prescription to the Health Services. **STUDENTS MUST MAKE THE FOLLOWING ARRANGEMENTS BEFORE BRINGING MEDICINE TO SCHOOL:** Medication must be in its original container, and the container label must clearly show the student's and physician's names and instructions. If the prescription drug is not in its original pharmacy container, the form must be signed by the doctor and parent.
3. Give the school information for **prescription and non-prescription medication:**
 - a) Name of the student.

- b) How the medication is to be taken (e.g., by mouth, or by injection).
- c) Dosage (amount of medication, e.g., Amoxil 250 mg, 1 tablet).
- d) How often the medication is to be taken (e.g., four times a day).
- e) Special instructions, if any (e.g., take ½ hour before meals).

Self-Medication

Students who are developmentally and/or behaviorally able will be allowed to self-administer prescription and non-prescription medication, subject to the following:

1. **A permission form must be submitted** for all self-medication of all prescription and non-prescription medication and on file in the Health Services. This includes inhalers and bee sting kits.
2. All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
 - Prescription labels must specify the name of the student, name of the medication, dosage, route, and frequency or time of administration and any other special instructions.
 - Non-prescription medication must have the student's name affixed to the original container.
3. The student may have in her/his possession only the amount of medication needed for that school day.
4. Sharing and/or borrowing of medication with another student is strictly prohibited and subject to discipline. Without medical advice, one may not know what allergies, sensitivities, etc. others have to medicines, herbs, vitamins, etc.
5. Permission to self-medicate may be revoked if the student violates school district policy governing administration of non-injectable medication and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Self-medication agreements can be picked up in the Health Services Center. The agreement must be signed and dated by a parent/legal guardian and student. Violation of any of these policies may result in disciplinary action. Teachers and staff are given a list each school year of any health conditions that may affect specific students. This list is confidential. Please be sure that the Health Services personnel know of any conditions, including asthma, allergies, bee sting reactions, or other conditions staff may need to know.

NEIGHBORHOOD

Community residents have a right to privacy, private property, and freedom from profane or abusive language and behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. MHS cannot be held responsible for the acts of students to and from school; however, students may receive disciplinary action if the circumstances warrant. MHS cooperates with law enforcement agencies to ensure law violations affecting community members are reported. Please remember the importance of being respectful to our neighbors, their families and their property.

NON-MOTORIZED STUDENT VEHICLES (bikes, scooters, skateboards, rollerblades, shoes with wheels, longboards)

Students are not permitted to ride vehicles on school property. Students using non-motorized vehicles to get to school are to dismount across the street and walk vehicles onto school property. Bicycles are to be locked up outside the buildings in the bike racks. Skateboards are to be locked up in the entryway using the skateboard locks. **The district assumes no responsibility or liability for loss or damage to vehicles, bicycles or their contents. Other non-motorized vehicles are to be stored immediately in the student's locker. Non-motorized vehicles are to remain in their secured area during the school day.**

NUISANCE ITEMS

Laser pens and other nuisance items such as squirt guns, canned string, stink bombs, smoke bombs, firecrackers, etc. are not allowed on MHS's campus. Possession and/or use of any item creating flame or smoke may be considered a

weapon and are not allowed on campus or at school activities. Use of the aforementioned items will result in disciplinary action.

OFF-LIMITS AREAS

Certain areas of campus are off-limits to students during the school day unless they are supervised by a staff member. Loitering on campus **is not permitted**. Specific areas include:

1. **Students should be in the parking lot only when they are arriving and leaving campus.**
2. Restrooms are reserved for necessary business; **they are not a place to congregate with friends.**
3. Hallways are off-limits when classes are in session, except with a pass from the classroom.
4. **All school property east of the parking lot is off-limits during the school day.**
5. **The auditorium and all P.E./gym facilities are always off-limits without a staff supervisor.**
6. Wortman Stadium, Baker Field, Adams Campus, Cows St. tennis courts and all other sports fields are off limits except for scheduled classes during the day.
7. **Students are not allowed on any other school's campus during the school day without an appointment with a specific staff member.**

OPEN-PERIOD STICKER FOR STUDENT ID CARD

All students who have an open period must turn in a completed parent permission form to get an open-period. Forms are available in the Counseling Center and should be returned there when completed. All forms need to be turned in during the first week of each semester. **Students with an open-period agree to leave campus during that identified period or report to the library for Study Hall.** Failure to do so shall result in a verbal warning. Subsequent violations may result in disciplinary action, and the administration reserves the right to have a criminal trespass citation issued to repeat offenders.

PARKING LOT REGULATIONS

Students purchasing a parking permit will be issued one that allows them to park in any of the designated student parking lots on campus on a first come, first served basis. No reserved parking spots are issued to students due to the number of students wanting parking permits and the reality that several upper-classmen have open periods in their schedule each semester: The parking lot will be "permit only" parking. By purchasing a permit, you agree to the following:

1. I will park in designated student parking spots only.... no parking in spaces designated for staff, visitors, substitute teachers, nor handicapped persons.
2. I understand that parking privileges **may be revoked due to 5 or more** unexcused absences each semester.
3. **I agree NOT to loiter or hang out in my vehicle during school hours, nor allow my friends or peers to do so either.**

Parking Information and Guidelines

- All permits are issued on a first-come, first-served basis by graduation class (12th,11th,10th).
- Permit cost is \$45 per student. *This fee is non-refundable.*
- All students are required to exhibit positive and consistent attendance habits in order to retain their permit.

Any student who has more than five unexcused absences during a semester forfeits their parking privileges as well as the \$45 permit fee. If a student loses the privilege of parking, they may re-apply the following semester and be placed on the waiting list.

- All students are expected to obey all school policies & rules related to parking
- All students must have a **driver's license, vehicle registration and proof of liability insurance** as part of the online registration process.
- Permits must be properly displayed and inside the vehicle front window at all times. Violators will be ticketed or possibly towed at the owner's expense.

The district assumes no responsibility or liability for loss or damage to vehicles, bicycles or their contents.

I understand my responsibilities as follows and have read and understand the Parking Information and Guidelines section above:

- I will register any vehicle that I use with the Welcome Center.
- I will abide by all traffic laws regarding operating a motorized vehicle (no speeding, spinning tires, driving on sidewalks, parking in no parking zones such as yellow and red curbs and parking spots reserved for the handicapped.)
- I will not transport other students unless duly authorized to do so (compliance with Oregon Law, Board Policy EEAE, Administrative Rule EEAE-AR, Students Rights and Responsibilities).
- I will return to school on time for my next class and will check back in through the Welcome Center.
- I understand that if I fail to comply with any district requirements, my parking privileges may be revoked.

A \$15.00 fine may be assessed for cars parked without visible parking stickers displayed. Both parents and students will sign off on this form before the permit will be issued.

POSTERS, ETC.

Items may be posted, handed out in, around or on the MHS campus only after permission has been obtained from a dean of students or an administrator **from the MHS Student Center**, or if necessary District Office. *This also includes postings on the outside of locker doors.*

PDA's (PUBLIC DISPLAY OF AFFECTION)

Public displays of affection, such as prolonged hugging, lap sitting, kissing (more than 10 seconds) or fondling are not acceptable at school or school activities. Such intimacy is inappropriate in a public school setting.

SAFE SCHOOLS - MHS

The staff and students at McMinnville High School are committed to ensuring a **safe school environment**. To accomplish this, the following actions are in place:

1. All entrances are supervised and exterior doors will be closed and locked after the start of the school day.
2. Students **MUST** have their School ID card with them at all times and be able to show staff upon request.
3. Visitors are required to sign in and enter through the Welcome Center.
4. Every 9th and 10th grade student is required to have eight (8) classes per semester unless an administrator has approved an open period. Students with open periods should not be on campus before their daily classes begin or after their last class.
5. Video surveillance cameras are in use, both inside and outside of MHS, to more effectively monitor the behavior of students, staff, visitors, etc. (live and taped)
6. Use of MHS Tip Line so that students may report safety concerns anonymously (503-565-4299)
7. ANY Student caught vaping at school, or in possession of an inhalant delivery system and/or vape cartridges will be given school consequences & will be recommended to Mac PD for a citation for breaking the law. This also applies to use or possession of drugs or alcohol.
8. Any student involved in a fight on campus will be given school consequences and may also be cited by Mac PD for disorderly conduct or assault/battery.

SEARCH & SEIZURE

MHS deans of students and administrators have the right to search a student's belongings or person when **Reasonable Suspicion** exists for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. While it is best practice, parent notification prior to searching a student is not required unless the School Resource Officer will be conducting the search. In this instance, parents will be notified prior to their student being searched and will have the opportunity to be present for the search or present on the phone while it takes place.

SCHOOL RESOURCE OFFICER

Our School Resource Officer functions in our school in a role of advocacy and support for students, families and staff. One of his goals is to help anticipate and solve problems before they become legal issues. If a law is broken at school or at a school-related function, he will intervene within his role as a police officer. Our SRO often is a guest speaker / presenter in our Criminal Justice pathway classes to present and reinforce applicable content. For the 2023-24 school year Mac PD will be utilized when support and/or citations are needed on campus, as Mac PD is currently under-staffed, which unfortunately means there will not always be an SRO on site this school year.

SUBSTANCE ABUSE

Use or possession of Drugs and/or alcohol on school premises is not permitted and will result in immediate disciplinary action from school and a citation from the police. (This includes sharing, giving and/or selling.) The District will provide each student and his/her parent(s) or guardian(s) with a copy of the *Student Rights and Responsibilities Handbook*. This handbook specifies the standards of conduct for student behavior in the District and prohibits the unlawful possession, use, or distribution of illegal drugs, alcohol, nicotine or tobacco, nor controlled substances on school premises or as a part of any school activities.

These standards of conduct and the District's policy relating to substance abuse by students shall be provided to each student at the beginning of each school year. Students will be informed of possible penalties up to and including long-term suspension and expulsion. In addition, students may be referred to appropriate authorities for prosecution. ***Please refer to the District Student's Rights and Responsibilities Handbook and District Policy JFCG/JFCH/JFCI and Regulation JFCG/JFCH/FJCI-AR.***

In general, a 1st violation will result in a minimum 5 day suspension and referral to our district's diversion counselor, David Cano, or to Family & Youth for an intake meeting, as well as participation in a 10 week diversion program. A 2nd violation will result in a long-term suspension between 5-10 school days, plus additional counseling at Family & Youth. A 3rd violation will result in an automatic 10 day suspension, pending an expulsion hearing. Each violation will also bring a recommendation to Mac PD for citation.

Finally, distribution (sharing/giving/selling) of any controlled substance or inhalant (pills, alcohol, drugs, vape pens, etc.) on or around campus will result in an automatic 10 day suspension, pending expulsion, regardless if shared or sold.

THREATS

Threats to others, or to our school campus, whether in writing or verbal, are a violation of district and school policies. Threats of physical violence may also be illegal. Serious threats, even without the intention to carry it through, must, by policy, be investigated by administrators, which will follow the Threat Assessment Process Students and could result in a Disorderly Conduct citation. Students whose comments or actions result in a Threat Assessment will be asked to stay home until the process is completed and a return to school safety plan has been developed. Students found in violation of this policy shall be subject to discipline up to and including expulsion. ***Please refer to the District Student's Rights and Responsibilities Handbook and District Policy JFCM.***

VANDALISM

Any student who causes damage to school/district property, facilities or equipment will receive serious disciplinary consequences. Students or their parents will also be billed for costs to repair or replace damaged items or facilities as well as for the labor for repair or replacement. Damaging, stealing or vandalizing other people's property, facilities or equipment may result in school consequences as well. Students may be referred to the school police resource officer for a citation if appropriate.

VISITORS

Adult visitors allowed on the MHS campus include guest speakers and others invited to make educational presentations to our students; parents who have pre-arranged classroom visits; and interested citizens. **All visitors must report directly to the Welcome Center in order to be approved, sign the visitor's register, and receive a visitor's badge.** Visitors may need to present a photo ID unless known by a staff member. Visitors may be approved only by an administrator or his/her designee.

Student visitors are generally not allowed during the school day unless approved by an administration. For a student visitor to attend McMinnville High School, they must:

1. Obtain a request-to-visit form in the Main Office or Student Center through their student host.
2. Complete the form, get necessary signatures **3 days** in advance of the visit, and take it to the Main Office.
3. The visitor must be of high school age and currently enrolled in a school program.
4. The visitor's school must not be in session during the date(s) of the visit.

A visitor is not allowed to visit McMinnville High School the first two weeks of school, Homecoming Week, the week preceding and after Winter and Spring Break, the first two weeks of any semester, and the final two weeks of any semester.

Non-students on the MHS campus, who have not received permission from the office, are considered trespassing and are subject to the following MHS trespass procedure:

1. A trespass warning form is issued AND
2. A picture of the trespasser is taken.

MHS students who are on another school campus during school time will be considered trespassing unless they have an appointment previously arranged with a staff member and have secured a visitor's pass. If a person is found trespassing after being warned, they may be cited for trespassing by McMinnville police.

WEAPONS IN THE SCHOOLS

No person shall bring, possess, conceal or use a weapon on or at District property, activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon Schools Activities Association). Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons for courses, programs, or activities approved by the District and conducted on District property.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture. Possession and/or use of such items may result in disciplinary action up to and including expulsion. ***Please refer to the District Student's Rights and Responsibilities Handbook and District Policy JFCJ***

WITHDRAWAL FROM SCHOOL

The following steps describe the procedure for withdrawing from MHS.

1. Parents should contact the school by telephone, letter, or in person.
2. Students will go to the Main Office to initiate the checkout procedures.
3. Students will present the completed checkout form to an administrator for signature and an exit interview.
4. All textbooks and ID cards should be returned and fees paid to Tracy Brandt, the bookkeeper.
5. Students will return the completed checkout form to the Success Center.
6. Failure to comply may necessitate holding the student's records, transcript, etc.

YEARBOOK

Yearbooks may be purchased for the price of \$68.00 from the time of registration. **All students need to have their picture taken at registration and/or re-takes, even if they are 12th graders or underclassmen who do not plan to buy a photo packet.** This picture will be used in the yearbook, with the exception of 12th grade students. (See below). The yearbook staff makes every effort, but cannot guarantee, to represent as many students and activities as

possible in the yearbook. **12th Grade Students** - Most 12th grade students choose to have a professional portrait for the yearbook. These photos must meet the following specifications:

- Head and shoulder shots only
- NO full body, NO hats, NO props (including animals), NO hands;
- Color photos preferred, but we will accept black and white if students want
- Make sure you still take your school photo at registration and your name is correct

To submit 12th grade photos, parents and students should go to www.hjeshare.com and enter their school code Mactown. Photos must be submitted with the student name listed, not photographers. **Only submit one photo.**

All glossies or written requests must be received by Thursday, September 28th, 2023

IMPORTANT INFORMATION ABOUT MEALS:

If your family income is within the income limits below, your student(s) can receive meals at a reduced fee or free by filling out an application.

To receive reduced fees for classes, sports, clubs or other school-related fees, you must also fill out a waiver form to share your application status with other programs.

See the district website under “Nutrition Services” for an online application and downloadable waiver form or contact the school office for assistance.

OREGON EXPANDED INCOME GROUP INCOME CHART For School Year 2023-24					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
- 1 -	40,770	3,398	1,699	1,569	785
- 2 -	54,930	4,578	2,289	2,113	1,057
- 3 -	69,090	5,758	2,879	2,658	1,329
- 4 -	83,250	6,938	3,469	3,202	1,601
- 5 -	97,410	8,118	4,059	3,747	1,874
- 6 -	111,570	9,298	4,649	4,292	2,146
- 7 -	125,730	10,478	5,239	4,836	2,418
- 8 -	139,890	11,658	5,829	5,381	2,691
Each add'l household member add	14,160	1,180	590	545	273

*****This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.***



GRIZZLY P.O.W.E.R

Purpose
Ownership
Work Ethic
Empathy
Respect

School Safety

Electronic Main Entrance

The 'Welcome Center' is considered the main entrance to MHS for students, parents, visitors, etc. and is located off of 15th Street by the Food Court and main parking lot. It is run by Lisa Johnson, our Welcome Center secretary, and is open on school days from 7:30 a.m. to 3:45 p.m. As visitors arrive to the Welcome Center, to the far right of the entry doors on the brick wall, is a push-button intercom system. All visitors will need to activate the intercom and announce the reason for their visit to MHS. Once acknowledged, staff will deactivate the locking mechanism so that visitors can enter the building and sign-in as a visitor to our school. Any questions can be directed to the main line of the school or to reach Lisa, you can call her at 503.565.4301.

Visitor Sign-In

Beginning with the start of this school year, all visitors will need to show picture identification prior to signing into the visitor's log. This new practice is being instituted to ensure we accurately record who is visiting our school on a daily basis. Failure to produce picture identification will result in denial of the visitor privilege.

Note: Once a visitor becomes recognizably familiar to our main office staff, producing picture identification will no longer be necessary.

Visitors to MHS

Those wishing to visit MHS, whether to volunteer, make classroom presentations, or share information with staff or students, must seek prior approval of the principal in advance. McMinnville School District Policy KK: Visitors to the Schools, states: Any adult wishing to visit a school must make an appointment with the principal in advance.

Visitor Passes

All visitors to McMinnville High School, once they have produced picture identification and have signed into our visitor log, will be expected to wear the brightly colored visitor pass while on campus. The visitor pass must be worn in a clearly identifiable location near one's chest/shoulder/collar area. Failure to display one's visitor pass will result in being escorted off the campus.

Perimeter Security

All exterior doors will remain locked during the school day. We ask that all students, visitors, and patrons enter MHS through the entry located off the parking area at 15th and Galloway Street. The 'Welcome Center' is considered the main entrance to MHS for students, parents, visitors, etc. All exterior doors will remain locked during the school day.

Are you a Twitter follower? If so, you can access breaking news from McMinnville High School at @mhsgrizzliesnews

Trespassing

A person or persons without authorization to be on school property shall be considered a trespasser and may be requested to leave the premises by the principal, teacher, custodian or other staff member, a member of the administrative staff or any duly recognized law enforcement agency.

Persons failing to comply with any of the school's regulations will be considered to be trespassing and in violation of the rule and regulations of the McMinnville School board and shall be subject to prosecution in conformity with state laws.

STUDENT ID BADGES

We request that each MHS Student wears their school ID badge on a lanyard and display it upon entry to school each day. This not only helps with safety and security, but also makes it easier to get to know one another by name.

Entrances: Before School & Lunch

Students who have their MHS ID card on display may use any of the following entrances at MHS before school and during lunch: Adams Campus, CTC building; 15th & Evans; 17th & Evans; PE Hall. **Students without an ID badge on display will ONLY be allowed to center at the Welcome Center and will have to sign in on a chromebook before proceeding down the halls to class**

Critical Incident Response

McMinnville School District participated in school intruder simulations with the McMinnville Police Department, Yamhill County Sherriff's Department, and the Oregon State Police. The simulations test many of our communication and response practices. One portion of our response plan is the implementation of a "reunification plan."

Specifically, in the event of an incident at the high school, how might we safely and securely reunite parents and their children following a critical incident? It is likely following a lockdown/lockout incident, and the resulting evacuation, students would be transported to an offsite location to be reunited with their parents.

It is likely that this "reunification" site would be close enough to the high school to account for those on foot, yet far enough away to ensure parents could safely access the site to be reunited with their children.

Our initial discussions include the large parking areas at Rite Aid, Safeway, and the Tanger Mall area near the new Chemeketa Community College facility. The specific location would be communicated to families via various news and social media outlets.

McMinnville High School is an educational community dedicated to the pursuit of excellence and the achievement of success

MHS Student Dress Code

Must Wear

May NOT Wear

**** “DRESS FOR SUCCESS - School is your # 1 job !!!”**

- Bottoms
- Tops
- Clothing that covers genitals, buttocks and areolas/nipples
- Footwear (shoes, boots, sandals, etc.) appropriate to the activity or class
- Student ID Card



Clothing that:

- References drugs, alcohol, tobacco or any other illegal items
- Intimidates others or creates a hostile environment (hate speech, images of confederate flag, noose, swastika, profanity, etc.)
- Depicts weapons and/or violent images
- Pornography, pornographic references or advertising (ex: Playboy bunny or Hustler)
- Promotes gang affiliation (ex: paisley bandanas, rosary beads & having 3+ more red/ blue items)
- Exposes more than the waistband of underwear (bottoms) / that does not cover sides (tops)
- Is see-through on private parts
- Has partially dangerous features (choke collars, heavy-gauge chains, pointed studded jewelry or any sharp objects hanging)

Tube tops, sports bras or bathing suits (as a stand-alone top or bottom)

Hoods, helmets, bandanas, sunglasses
Blanket Wraps, Capes, Flags

Costumes (only allowed for spirit days)

Consequences:

- 1st offense = warning
- 2nd offense = after-school detention
- 3rd offense = Saturday school
- 4 + offense = out of school suspension

