

UKIAH SCHOOL DISTRICT 80R

Ukiah High School

Student Handbook

2017-2018

The information contained within this Handbook is intended to help students and parents navigate through usual situations that may happen in Ukiah school. Please contact the office if your question is not answered in this Handbook. We will be happy to help you find the answer to your question.

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Preface

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general District information, rules and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this Student Handbook is subject to unilateral revision or elimination from time to time without notice. However, efforts will be made to update web-based text soon after changes have been made.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

The Ukiah School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities and programs in accordance with:

Title VI of the Civil Rights Act of 1964 as amended,
Title IX of the Educational Amendments of 1972,
Section 504 of the Rehabilitation Act of 1973,
and Title II of the Americans with Disabilities Act.

The rules and regulations in the Handbook have been designed to coordinate compliance with these legal requirements. For additional information and/or compliance issues, please contact the Ukiah School District office.

Mr. Dan Korber, Superintendent/Principal

Please Note: Parents and Students must acknowledge receipt of the Student Code of Conduct and the consequence to student who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within fifteen (15) days of receipt of the student handbook. (Please print and return the form at Appendix A).

Parents must annually also give their signed and dated written permission for the district to release personally identifiable information. (Please print and return form at Appendix B.)

The handbook may be available in print form, or on the District website.

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Admission

A student seeking enrollment in the District for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in State law, Board policy, and administration regulation. Students and their parents should contact the office for admission requirements.

Alternative Education Programs

At least two alternative education programs have been established and approved by the District to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. Please contact the superintendent for information about these programs.

Alternative Education Notification

At least two alternative education programs have been established and approved by the District to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

In-District Alternative Education Programs

1. Tutorial instruction
2. Small group instruction
3. Professional technical programs
4. Work experience
5. Instructional activities provided by other accredited institutions (i. e. BMCC, Eastern Promise, 2+2)
6. Independent study (arranged by local teachers or through online courses)
7. Others as approved by the District administration

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

Out-of-District Alternative Education Programs

1. Other school(s)/program(s)
2. Community College
3. Others as approved by the District administration

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

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

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

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

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

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

Notification shall include:

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

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Asbestos

The District has complied with the Asbestos Hazard Emergency Response Act (AHERS+A) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

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

The superintendent serves as the District's asbestos program manager and may be reached for additional information.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the District's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Attendance

School starts at 7:45 a.m. Monday through Thursday.

Lunch break for elementary students is from 11:40 – 12:10, and for middle and high school students from 12:00 to 12:30.

Dismissal times (daily) are: for kindergarten – 1:30

Grades 1 – 3 – 2:45

Grades 4 – 12 – 3:35

All students between the ages of 7 and 18, who have not completed grade 12 (or attained Graduate Status), are required to attend school, unless otherwise exempted by law. School staff will monitor and report violations of the State compulsory attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the District that their student is not complying with compulsory attendance requirements may be issued a citation by the District for the student's failure to attend school. Violation is a Class B infraction of law, and is punishable by a court imposed fine up to \$100.

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

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1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class B infraction;
3. A citation may be issued by the District in the amount of a \$100 fine;
4. A conference with the parent and student is required.

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

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. 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. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who leaves school during the day must bring a note from his/her parent. A student who becomes ill during the school day, should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home, and will notify the student's parent as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed, and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades.

A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

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Awards and Honors

Honor Roll: At the end of each nine-week grading period, an Honor Roll is compiled and published by the office. Students receiving a grade point average of 3.5 or better will be listed as Honor Roll students. Honorable Mention will be given to those students who receive a 3.00 to 3.49 grade point average. Other awards, excluding athletics, will be presented at a Spring Awards Program.

Athletics awards will be presented at an assembly following the end of the season. Coaches will inform athletes of the date and time of that assembly.

How do I earn a LETTER in a sport? Each coach makes final decision about which student athletes will receive a letter for participation in the given sport. Generally, however, criteria for lettering include:

- Participate in 90% of practices throughout the season. This includes being on time for practices, in appropriate gear, with appropriate footwear.
- Be a valuable member of the team. Support your coach, support fellow athletes, and keep a positive attitude through practices and games.
- Participate in 90% of games. Although you may not be assigned to play 100% of every game, every effort will be made to play every eligible athlete. Whether on the playing field or supporting from the bench, every athlete should be “in the game”: paying attention to what is going on in the game, listening to the coach, cheering on fellow team members.
- Take care of your uniform and gear. You are expected to bring your clean uniform to each game, and have the appropriate footwear and other gear for the sport in which you participate. Obtaining footwear and other gear is the responsibility of each athlete, and will not be provided by the school.
- Observe training rules as communicated by the coach, and in compliance with Oregon Schools Athletics Association (OSAA) regulations.

Is it possible to LETTER in some activity other than sports? Yes! Students may earn letters for participation in activities such as TSA (Technology Student Association), VEX Robotics, Drama, Music, Yearbook, Art and other club involvement.

Each faculty advisor can provide information about what is needed to earn that letter.

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Citizenship Award:

Ukiah High School may annually award Citizenship designation to one student who has demonstrated outstanding service to the school and community. Please contact the office for specific requirements.

Academic Honors:

Faculty members may designate outstanding students in various classes/courses when students have demonstrated commitment to education in specific classes or courses.

Clubs and Activities:

Coaches, advisors and faculty facilitators of clubs or activities may designate outstanding students in those clubs or activities throughout the year. Some past awards have included outstanding participation in Reading Challenge, Chess Club, The 100-Hour Challenge, Dictionary Warriors, Science Student of the Year, TSA, Robotics, elementary Student of the Month, and other designations.

Clubs and Organizations

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

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

Questions about whether a students' illness warrants absence from school may be directed to the Umatilla County Health Department. Additional information may be found at the State Health Department.

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Conduct

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

Generally, it is expected that student will practice the following valuable life skills:

Integrity -	To act according to what is right and wrong.
Initiative -	To do something because it need to be done.
Flexibility -	The ability to alter plans when necessary.
Organization -	To work in an orderly way.
Sense of Humor -	To laugh and play without hurting others.
Effort -	To do your best.
Common Sense -	To think things through logically.
Problem Solving -	To seek solutions.
Responsibility -	To do what is right.
Patience -	To wait calmly.
Friendship -	To make and keep friends through trust and caring.
Curiosity -	To investigate and seek understanding.
Cooperation -	To work together toward a common goal.
Caring -	To show and feel concern.

Dress and Grooming

The District's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safely hazards. All obscene, distasteful, unhealthy, or disruptive attire, dress, etc. , which affects the health, safety, and orderly running of the school in a negative manner, and which brings discredit to the school, will be prohibited.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

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Students in all grades may wear appropriate shorts (defined below) at school and school events.

Appropriate shorts for wear to school:

- a. Shorts must be clean and mid-thigh length or longer.
- b. Hemmed leg bottoms; free from holes or rips.
- c. Please, no swimwear or boxer shorts at school.

In the event that any teacher or other school staff observes a student wearing inappropriate shorts, the student will be expected to change into clothing more appropriate.

Students are expected to bring shorts and t-shirts to school for Physical Education classes. Those shorts should also be clean, free from rips or holes, with hemmed leg bottoms. Students are expected to take PE clothing home regularly for cleaning.

Any immodest apparel is inappropriate at school.

Expected Classroom Conduct

Each teacher has specific requirements for their classrooms. In addition, students are asked to respect these rules also:

- Students are expected to arrive at class on time.
- Students will bring to class appropriate materials for that class.
- Students will remain in that class until dismissed by the teacher.
- Students will avoid disruptive behaviors.
- Plagiarism (copying the work of others and submitting it as if it were your own) is against the law, and will not be tolerated. Papers that are plagiarized will not receive credit.
- Please remember to eat food in the cafeteria, and don't bring food into the library or carpeted areas.
- Please place any paper that could be recycled in the blue boxes in every room.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;

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

Student Code of Conduct

The District has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in District-provided transportation. Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, but not limited to:

1. Theft;
2. Disruption of the District environment;
3. Damage or destruction of District property;
4. Damage or destruction of private property on District premises or during District activities;
5. Assault or threats of harm to self or others;
6. Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used, and is readily capable of causing death or physical injury*;
7. Any possession or use of tobacco, alcohol or unlawful drugs**;
8. Violations of District transportation rules;
9. Plagiarism;
10. Leaving school grounds or school-sponsored events without permission;
11. Directing profanity, vulgar language or obscene gestures toward students;

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12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees;
13. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
14. Committing extortion, coercion, or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
15. Name-calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence;
16. Inappropriate physical or sexual contact disruptive to other students or school environment;
17. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidation sexual conduct, directed toward another student;
18. Hazing;
19. Persistent failure to comply with rules under the lawful directions of staff or District officials;

* In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on District property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of District property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both.

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Conferences

Regular conferences are scheduled in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference:

- 1) if the student is not maintaining passing grades or achieving the expected level of performance,
- 2) if the student is not maintaining behavior expectations, or
- 3) in any other case the teacher considers necessary.

The District encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent to arrange a mutually convenient time to meet.

Correspondence Courses

A student in grades 9 – 12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal prior to enrolling in such courses. Fees for tuition, materials, books, and other charges shall be paid by the student for these courses. Students and parents may contact a counselor for correspondence course details.

Counseling

Academic Counseling

Students are encouraged to talk with a District counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9 – 12 and their parents shall be notified annually about the recommended courses for students. (See details in **Personal Education Plan** section. This annual meeting, organized by the student, pinpoints educational goals and necessary courses which can aid in the student successfully attaining those goals.)

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Students who are interested in attending a college, university or training school or pursuing some other advanced education should work closely with their counselor/advisor so that they may take the courses that will best prepare them for further work or educational opportunities. The counselor can also provide information about entrance examinations required by many colleges and universities, as well information about financial aid and housing.

Ukiah School District offers Preliminary Scholastic Aptitude Testing (PSAT) free of charge for sophomore students, as provided by the Oregon Department of Education. The PSAT assessment is also the test which identifies students who are academically highly capable, and who may be eligible for National Merit Scholarships (the National Merit Scholars Qualifying Test, or NMSQT). The PSAT/NMSQT exams are offered annually in September. Information about the test is available in late August. Students and parents may contact the school for additional information.

Assessment of vocational aptitude is offered annually (usually in October) through the Armed Services Vocational Aptitude Battery (ASVAB), an exam – and results – which can aid a student in identifying personal strengths related to future employment. This test also identifies eligibility codes and aptitude numbers, which are useful in determining careers in the armed services. Information about this test is available in September. Students and parents may contact the school for additional information.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependence. The counselor may also make available information about community resources to address personal concerns. Students may contact any staff member for help in accessing this counseling.

Credit by Examination

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

Dances / Social Events

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event

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may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Dances are generally for students who attend Ukiah High School, and who are of high school age. Visitors to a dance must be approved before the event. A form is available in the office. Be sure to get appropriate signatures and approval BEFORE your guest comes to the event.

Discipline / Due Process

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

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques, including: counseling by teachers, counselors and administrators, detention, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses, or any other criminal act, he/she may also be referred to law enforcement officials.

Detention

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

Suspension

A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or District property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. A suspension may not exceed seven (7) consecutive calendar days.

Every reasonable and prompt effort will be made to notify the parent(s) of a suspended student.

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

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

Expulsion

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

No student may be expelled without a hearing unless the student's parent(s) or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. The expulsion, however, may not extend beyond the second term or semester unless as otherwise required by federal law.

The District will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See Alternative Education Programs and Alternative Education Notice in this handbook.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including seven (7) consecutive calendar days for violations of the Student Code of Conduct.

When a disabled student is suspended more than once or for more than seven consecutive calendar days or for more than ten cumulative school days during a school year or is being expelled, the student's parent(s) will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's multidisciplinary team meeting addressing the infraction, and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed-upon alternative placement may be sought. Should the multidisciplinary team conclude that the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the multidisciplinary team concludes that the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than the (10) days following the student's misconduct. The District may not expel a

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disabled student or terminate educational services for any behavior which is a consequence of the disability.

If the District determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the District may suspend the student for up to seven (7) consecutive calendar days, or ten (10) cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances, the District may obtain a court order to change the student's placement.

Distribution of Material

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on District property by a student or a nonstudent without the approval of the administration.

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Administration. Material not approved by the superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

Drills – Fire, Earthquake and Other Emergency Preparedness Drills

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies at least once each month during the school year. When the alarm sounds, students must follow the direction of staff quickly, quietly, and in an orderly manner.

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Instruction on fire and earthquake dangers and drills for students in grades 8 and below shall be conducted for at least 30 minutes each school month.

Drug, Alcohol and Tobacco Prevention Program

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

Since drug, alcohol and tobacco use is illegal for students, and interferes with both effective learning and the healthy development of students, the District has a fundamental and ethical obligation to provide drug, alcohol and tobacco use education, and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the District. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in District procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The District's drug, alcohol and tobacco prevention program will be reviewed and updated annually.

Parents are encouraged to contact the office for information on District and community resources available to assist students in need.

Eligibility

Students must maintain a minimum 2.5 grade point average, AND earn passing grades in all subjects to be eligible to participate in sports or any other extracurricular activity.

Students must also pay student body activity fees to be eligible to participate in extracurricular activities or sports.

- Waivers for a portion of the activity fee may be available to students. Specific contracts will be drawn up for individual students on a case-by-case basis. Please contact the office or principal for additional information.

Students are also required to fulfill the obligations of sport-specific athletic contracts.

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Freshmen, Juniors and high school students new to the District must have a current physical from a doctor. Please get the appropriate forms from the office BEFORE you get your physical.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Emergency School Closing Information

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities have to offer.

Ukiah High School

The following sports are offered:

Fall: Volleyball and Soccer

Winter: Basketball and Skiing/Snowboarding

Spring: Track and Field

Other opportunities may come available during the school year. Please watch for posted notices.

Interested students should contact the office for additional information.

Clubs may be organized based on student interest. Some possibilities include: Chess Club, gaming, Writers Workshop, newspaper writing, international foods, 4-H, robotics, TSA (Technology Student Association), music or art. If you and your friends have common interest, and wish to form a club, discuss your idea with a staff member. Together, you and a staff advisor may define the focus of your proposed club, and present it to the Superintendent.

General eligibility standards apply to club membership.

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, notebooks and related items, and may be required to pay certain other fees or deposits, including, but not limited to the following:

1. Club dues;
2. Materials for a class project the student will keep in excess of minimum course requirements, and the option of the student;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, graduation apparel, etcetera;
5. Student accident insurance and insurance on school-owned instruments;
6. Instrument rental and uniform maintenance;
7. Student identification cards;
8. Fees for damaged library books, class texts and school-owned equipment;

Ukiah High School

9. Lock or locker deposits;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extracurricular activities;
12. Participation fees or "pay to play" for involvement in activities.
13. A general activity fee is assessed for every middle school student in the amount of \$100, and for every high school student of \$300. Payment of this fee entitles students to participate in activities including, but not limited to: athletic competitions; transportation to and from those events; all-school activities such as field trips, plays, concerts, excursions or tours; use of school-owned books, computers, lap-tops, or calculators for class work; and school-owned athletic or sporting equipment and facilities. In addition, this fee pays for PE shorts and shirt.

Students may apply to "work off" a portion of their activity fee. Such an arrangement will be made with the principal, and would expect that the student perform service for the school district in lieu of payment of money, in a number of hours/projects equal to the value of that portion of the activity fee.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means that students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Students who choose to not attend a scheduled field trip, and do not attend school, are considered to be absent for the day or part of day that the field trip is scheduled.

Students may not use their personal vehicles to attend a field trip or competition away from Ukiah. If school transportation is available, the student is expected to use that transportation. Parents may transport their own children to events, on special occasions and with prior agreement with the event advisor and the bus driver.

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Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten (10) days before the event.

All funds raised or collected by or for school –approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable District policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities programs. The principal is responsible for administering student activity funds.

Gangs

The presence of gangs - and the violent activities and drug abuse that often accompany gang involvement - can cause a substantial disruption of School District activities and a student’s ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including, but not limited to, hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the District encourages students to become involved with District-sponsored clubs, organizations and athletics; to discuss with staff and District officials the negative consequences of gang involvement; to seek the assistance of counselors for additional guidance; and to take advantage of District and community resources that offer support to students and alternatives to gang involvement.

No student on or about District property or at any District activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, insignia, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of District policies.

Students in violation of the District’s gang policy will be subject to discipline in accordance with District’s Student Code of Conduct.

Ukiah High School

Grade Classification

After the ninth grade, students are classified according to the number of units earned toward graduation requirements.

Units of Credit Earned	Grade Placement
6	10 (sophomore)
12	11 (junior)
18	12 (senior)
24.5	Graduate Status

Middle School students must pass at least five (5) of seven (7) credits to move to the next grade.

Elementary School students must receive passing marks to be promoted to each higher grade.

Graduation Exercises

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the District's graduation exercises.

Because the Board believes that completion of the requirements of a diploma from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise.

Accordingly, appropriate graduation programs may be planned by the senior class on a date approved by the Board of Directors.

An Ukiah High School diploma will be awarded to each student who has satisfactorily completed all State and local requirements for units of credit, mastery of skills, senior project and attendance. To receive a modified diploma, a student must have a program approved by a committee no later than the student's junior year.

A certificate of attainment will be awarded to those students who have met some, but not all requirements and are in good standing with no current disciplinary action pending.

Students may participate in graduation exercises if they are one (1) credit short of all requirements, and are in good standing with no current disciplinary action pending. Application for this special circumstance must be made to the School Board in April of the year of graduation. The Board's decision is final. It is understood that the student who is awarded this special circumstance will complete the remaining credit during the summer following graduation.

Ukiah High School

Students who do not complete their senior year at Ukiah High School may be granted permission to participate in graduation exercises. All such requests must be submitted to the Superintendent for approval. Students must have met all minimum requirements to receive an Oregon high school diploma as established by the Oregon Department of Education and the district in which they are currently attending and enrolled. Any costs relating to the student's participation in graduation exercises shall be the responsibility of the student and/or parent.

Students must check out of school properly and pay all outstanding fees and charges in order to participate in graduation exercises.

Code: IKFB

Adopted: June 12, 1996

Legal References: ORS 343. 295, OAR 581-22-316, OAR 581-22-317

Valedictorian Designation at Graduation: A graduate with the highest grade-point average above 3.5 will be designated as valedictorian of the graduating class. In the event that more than one student achieves that goal in a given year, the Board may elect to name co-valedictorians.

Salutatorian Designation at Graduation: A graduate with a grade point average at least 3.49 may be designated as salutatorian of the graduating class. In the event that more than one student achieves that goal in a given year, the Board may elect to name co-salutatorians.

Graduation Requirements

In order to graduate from high school in the District, a student must successfully complete 24.5 units of credit. The State of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program is required to complete the following courses:

Language Arts (including Composition)	4 units
Mathematics (at Algebra 1 and higher)	3 units
Science (must include Lab Sciences)	3 units
U. S. History	1 unit
Global Studies	1 unit
U. S Government	1 unit
Health Education	1 unit
Physical Education	1 unit
Careers, CTE	3 units
Electives	6 units
Senior Project	.5 unit
Total credits	24. 5 units

Legal References: ORS 332. 107, ORS 329. 035, OAR 581-22-316, OAR 581-22-317, OAR 581-22-425

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Early Graduation / Modification of Graduation Requirements

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the ordinary 9 – 12 sequences may request permission to complete graduation requirements on an altered schedule. The student and his/her parent(s) will consult with high school guidance personnel to develop a graduation plan.

Their intention to accomplish this plan will be stated in writing to the Superintendent by September 1 of the year the student plans to complete graduation requirements.

Students who have successfully completed the junior year with fewer than the required credits for graduation will receive their high school diplomas, if they follow a Board-approved planned course of study at a college which is equivalent to the state/district graduation requirements and the completion of the first semester. They also must be in good scholastic standing at the college. Good scholastic standing will be defined as having earned a grade point average of 2.0 or better.

Class credits at a college level will be counted the same as credits at Ukiah High School. A class taken for .5 credit at any college is equivalent to ½ credit at Ukiah High School for requirements and high school graduation.

Code: IKFA

Adopted: June 12, 1996

Early Graduation

A student may request early graduation upon completion of eleven (11) school years (through grade 11). Each request for early graduation will be considered individually by the Board. The following factors will be examined in making the decision:

1. Have all credits been completed?
2. The attitude and attendance record of the student.
3. The social and chronological age and development of the student.
4. Recommendations of the parents or guardian, teachers and Superintendent.
5. The student's plans beyond high school
6. The overall best interest of the student.

Students will not be allowed to take requirements out of grade level without an approved plan by the Board.

Legal References: ORS 339.030, OAR 581-22-316, OAR 581-22-317, OAR 518-22-425

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College Credits during High School

Students at Ukiah High School may earn college credits while in high school in a variety of ways:

- Eastern Promise (a cooperative arrangement with Eastern Oregon University, Blue Mountain Community College, Treasure Valley Community College and High Schools in Eastern Oregon): Several teachers at Ukiah Schools have worked to align high school courses with college requirement.
- Two Plus Two programs
- Career/Technical and Dual Credit courses: Many business and math classes at Ukiah High School can apply to college course requirements at Blue Mountain Community College. Ask your teacher for details.

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom process.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as s/he has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

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Infection Control: HIV, Hepatitis B, and AIDS

Although HIV, AIDS and Hepatitis B are serious illnesses, the risk of contracting the disease in school is extremely low, and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the District requires that staff and students approach infection control using universally recognized precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, Hepatitis B and/or other infectious diseases.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases, including AIDS, HIV and Hepatitis B has been included as an integral part of the District's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

HIV + and AIDS – Students

As a general rule, an infected student is entitled to remain in a regular classroom setting and is eligible for all rights, privileges and services as provided by law and Board policy. The District recognizes that a student and/or parent has no obligation to report an HIV-positive condition or AIDS diagnosis to the District.

If the District is informed, the District is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student and/or parent wished to divulge such information and continue attending school, the District will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or District procedures should contact the Superintendent.

Library

Ukiah Public/School Library is housed in the main school building. Our library is part of the Umatilla County Special Library District, which enables Ukiah students and patrons to have access to interlibrary loans.

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See the Library Director for an application for a library card.

With your Ukiah Library card, you may check out books from any other library in our area, and return books at any library.

Materials may be checked out from the library for a period of three (3) weeks. Fines are assessed if materials are not returned on time, or if materials are damaged in any way. Fines may be avoided if patrons simply ask the library director to renew the check-out of materials. All outstanding library fines must be paid at the end of each school year.

Lockers

Lockers remain under the jurisdiction of the District even when assigned to an individual student. The District reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

Lost and Found

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

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

Lunch / Breakfast Program

The Ukiah School District does not participate in the National School Lunch, School Breakfast, Commodity, or Special Milk Programs organized by the United States Department of Agriculture. However, the District offers free and reduced-price meals based on a student's financial need.

Additional information and appropriate forms can be obtained in the District office.

Ukiah High School

Cost for Meals

Breakfast

All grades and adults: No charge

Lunch

Students Grades K – 5: \$1.50

Students Grades 6 – 12: \$3.00

Adults - \$3.00

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally-identifiable information.

Medicine at School

A student who must take prescription and/or over-the-counter medication during the school day must bring to the school office the medicine and a written request to administer medication signed by her/her parent.

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the contain label must clearly show the student's and physician's names, and instructions.

Over-the-counter medication must be accompanied by the parent's and physician's written instructions and kept in its original container.

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If a parent wants a student to self-medicate, a request must be approved by the school administration. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication, and amount of medication the student may possess and advice of the school nurse as necessary. Self-administration of any controlled substance as defined by law, and as may be prescribed by a physician, may be permitted only upon written request from the parent.

District officials will either give the medicine at the proper times, or give the student permission to take the medication as directed.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the District asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the District provides;
2. Keep informed on District activities and issues. The District newsletter (published monthly), school Board of Directors meetings (held monthly), and Parent-Teacher Conferences (in fall and spring) all provide opportunities for learning more about the District;
3. Become a District volunteer. For further information, contact the principal;
4. Participate in District parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Personal Education Plan

At least once each year, and more often if requested by the student, parents or school staff, students write a Personal Education Plan (PEP). Each student identifies: goals related to a possible career, goals related to behavior or academic progress at school, and goals related to behavior or activities at home.

Parents are invited and encouraged to attend PEP meetings with their student.

Please see the PEP form in Appendix A.

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Physical Examinations

New high school students, and all students in grades 9 and 11, must have a physical examination performed by a physician prior to practice and competition in athletics. Please use an OSSA approved form.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

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

Students shall not participate without a record of passing a physical examination on file with the District.

Posters

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Program Exemptions

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

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

All such requests should be directed to the principal by the parent in writing, and should include the reason(s) for the request.

Promotion, Retention and Placement of Students

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

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

Students in grades 9 – 12 will be promoted or retained in accordance with State and District graduation requirements.

Release of Students from School

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

Reports to Students and Parents

Written reports of student progress reports and absences shall be issued to parents at least four (4) times each year. Letter grades will be used for middle and high school students. Progress reports will be based on many factors including: assignments, both oral and written, class participation, special assignments, research activities and other identified criteria.

As the end of the first five weeks of a reporting period, the District will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

If a student receives a nine-week report of less than average in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

Searches and Questioning

Searches

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or District policy. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or securing of others may be seized by District officials.

Items which may be used to disrupt or interfere with the education process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of District facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the District, items which are unlawful, or items which are in violation of District policy may be seized. Students will be notified that searches of District property have occurred and will be notified of any items seized as appropriate.

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Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude District personnel from the investigation procedures and may prohibit District personnel from contacting parents.

Senior Project

The Ukiah School Board of Directors has established a formal Senior Project that graduating students must complete before they may earn a diploma. This Project is in addition to earning credits through classes.

The Senior Project has six (6) targets:

- 1: Selected by the student.
- 2: Related to a career the student may want to pursue.
- 3: A paper written by the student with specific topics the student will research.
- 4: Job shadows related to that career (10 hours).
- 5: Community Service related to that career (10 hours).
- 6: An oral presentation to the Staff and fellow seniors, with opportunity for questions.

Each senior must select an advisor from the school staff members. The advisor's role is to assist the student with logistics of job shadows or community service options, at the request of the student. The advisor will first read the student's paper, and offer suggestions for improvement before the remainder of the staff reads the final copy.

Important Due Dates:

* Any student who is considering identifying him/herself as a Senior MUST submit transcripts to the Dean of Students by the second week of school (approximately September 10). Any student who cannot submit proof of credits at that time will not be eligible to graduate the following May.

* The rough draft of the Senior Paper is due the second Thursday of November. This paper will be submitted to the student's advisor, who will read the paper, offer suggestions for revisions, and give that paper back to the student by the first Monday of December.

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* The final, complete, edited draft of the Senior Paper is due the second Thursday in December. This paper is also submitted to the selected advisor, who will read and score it, and give it to another staff member to read and score. Scores for the papers will be available to the student by the first Tuesday of January. 100 points are available for the paper.

* Job Shadow hours must be finished by the first Thursday in May. Each student will submit to his/her advisor a summary of those job shadows (when they were completed, with whom, number of hours, and brief description of what was observed). Ten (10) hours are permitted, counting 10 points per hour, for a total of 100 possible points for this element of the Senior Project.

* Community Service must be complete by the first Thursday in May. Each student will submit to his/her advisor a summary of that service (what was done, for whom, number of hours, and a brief description of what was learned). Ten (10) hours are permitted, counting 10 points per hour, for a total of 100 points possible for this element of the Senior Project.

* Presentations will be scheduled for all seniors, usually on the second Friday of May. All seniors are expected to attend and to participate in the presentations of all other seniors. Presentations should last about 20 minutes, with question/answer period to follow (about 7 minutes). All staff members will evaluate those presentations, and scores will be averaged. 100 points are possible for the presentation.

All members of the community may attend Senior Presentations.

Scoring:

The Senior Project earns .5 credit, and is part of the required credits for graduation.

Each senior must earn a minimum of 25 points in each category to pass the Senior Project.

Grades for the Senior Project are included in the overall Grade Point Average, with

100-240 – D;

241-300 – C;

301-324 – B;

325-400 – A.

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OUTLINE FOR THE SENIOR PAPER

I. Introduction (Your thesis statement: Why I have selected this career; my background and experiences related to this career.)

II. Description of the job/career you have researched.

III. Wages or salary you can expect to earn.

IV. Outlook (Will jobs be there when you are ready to work?)

V. Current Job Openings

A. Opening #1

B. Opening #2

VI. Education or further training needed to qualify for this career.

VII. Location and Costs of Education or Training

A. Place #1

1. Location

2. Costs

3. Description of the program

B. Place #2

1. Location

2. Costs

3. Description of the program

VIII. Scholarships available for High School students (YOU must be eligible)

A. Scholarship opportunity #1

1. Description

2. Application Process

3. Deadline

B. Scholarship Opportunity #2

1. Description

2. Application Process

3. Deadline

IX. Goals

A. Short Term goals to help you achieve your career objectives.

B. Long Term goals to help you achieve your career objectives (You may include personal goals.)

X. Conclusion (What have you learned during this process? Does your plan seem reachable?)

Questions regarding the Senior Project should be addressed to the Superintendent, or Senior Advisor.

Special Programs

The District provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the special education director.

Student / Parent Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal may be requested within five (5) calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the Superintendent within ten (10) calendar days following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy.

Discrimination on the Basis of Sex/Gender Complaints:

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender/sex should contact the Principal.

Education Standards Complaints:

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

Instructional Materials Complaints:

Complaints by students or parents about instructional materials should be directed to the Principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-Evaluation of Instructional Material" may be requested from the school office. The Principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the Superintendent.

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A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the Superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the Superintendent's written decision.

The complainant may appeal the Superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints:

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the District's services, activities or programs to a student, should be directed to the special education director.

Students with Harassment Complaints:

A complaint regarding harassment by a member of the staff towards a student, or by a student to another student, should be filed with the Principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex/gender, national origin, disability, parental or marital status or age.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student.

The Principal will investigate the complaint and respond to the complainant by scheduling a conference within five (5) days, after which a written response shall be issued. If this reply is not acceptable to the complainant, he/she may file a formal complaint according to the steps listed below:

- STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.
- STEP 2. If the complainant is not satisfied with the decision of the Principal, he/she may submit a written appeal to the Superintendent. The Superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten (10) school days.
- STEP 3. If the complainant is not satisfied with the decision of the Superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five (5) school days of receipt of the Superintendent's decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten (10) school days.

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STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director
U. S. Department of Education
Office for Civil Rights, Region X
915 2nd Ave.
Room 3310
Seattle, WA 98174-1099

Changes to the steps listed may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment.

Students or parents with complains not covered by this student handbook should contact the Principal.

Student Education Records

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

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

Education records are maintained in a minimum one-hour fire-safe place in the District office by the principal. Permanent records shall include:

1. Name of student;
2. Name of school
3. Student date of birth
4. Name of parent/guardian
5. Date of entry into school
6. Name of school previously attended
7. Subjects taken
8. Marks received
9. Credits earned
10. Attendance
11. Date of withdrawal from school

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12. Social security number
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

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

Social Security Number

The provision of the student's social security number is voluntary, and will be included as part of the student's permanent record only as provided by the eligible student or parent. The District will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

Student education records shall be forwarded to other public or private schools, state institutions, private agencies or youth care centers upon notice of student enrollment, no sooner than seven (7) working days after the receipt of the request. The District shall notify the parent of the student of the requested transfer by phone or regular mail within three (3) working days of the receipt of such request of the right to review the records subject to transfer. The notification will include the date the request was received. Parents may request the amendment of specified contents if the parent believes the contents are inaccurate, misleading, or in violation of the privacy or other rights of the student. All such requests to review or amend records shall be in writing and must be received by the District before the tenth (10th) working day after the District's receipt of the request to transfer records.

Parents are entitled to a hearing if the District refuses a request to amend specific material.

If no request is made to review or amend records, the District shall transfer the student's educational records no later than ten (10) working days after receipt of the transfer of records request.

If a request to amend specified material is pending, the District shall transfer only those records not subject to the amendment no later than ten (10) calendar days after receipt of the transfer of records request.

The education records of a student will be requested within ten (10) working days of a student seeking initial enrollment in the District.

The notice requirements and other applicable provisions may be provided to the eligible student or student's parent(s) by the district at the time the eligible student or student's parent(s) formally withdraws the student from the District. The eligible student or student's parent(s) may waive the right to request or amend the education records that are subject to transfer.

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The District may transfer the education record at any time, including before the tenth (10th) working day after the receipt of the request for transfer from the new district, if notice to the eligible student or student's parent(s) has been given by the former district and the eligible student or student's parent(s) waives his/her right to review and request an amendment of the student's education record subject to transfer to the new district.

Student report cards, records, or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Access/Release of Education Records

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

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular District office hours.

Provision for Hearing to Challenge Content of Education Records

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

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

Supervision of Students

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school and while engaged in District-sponsored activities.

Talented and Gifted Program

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades K – 12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the District will identify students based on:

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

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

Appeals

Parents may appeal the identification process and/or placement of their student in the District's program for talented and gifted students as follows:

Informal Process:

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

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five (5) working days and shall forward copies of the request and acknowledgement to the TAG coordinator/teacher;

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

Programs and Services

The District's talented and gifted program and service options will be developed and based on the individual needs of the students.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two (2) school days of receiving the written complaint to review all pertinent information.

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

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the District. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

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Transportation of Students

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

Transportation Rules

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door ONLY in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Student will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hand, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean, and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver, or who refuse to obey regulations may forfeit their privilege to ride on the busses.

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Disciplinary Procedures for Violations of Transportation Rules

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

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

Disciplinary Procedures for Violations of Transportation Rules for Disabled Students

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

Vehicles on Campus

Vehicles parked on District property are under the jurisdiction of the District. The District requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered and licensed, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor

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Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the State.

Students will be notified that as a condition of parking on District property, District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Students are not to use their vehicles after arriving at school during school hours.

Bicycles ridden to school by students must be parked in the designated area on school grounds, and should be locked. Students under the age of 16 must wear a helmet as required by law.

The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Visitors

Parents and other patrons are encouraged to visit District schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, **all visitors must report to the office upon entering school property**. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the Principal.

Ukiah School District Responsible Internet Use Policy and Agreement

Educational Purpose

The Ukiah network and the internet offer a wealth of educational material to our students and teachers. Original source materials, information, data, images, and computer software are brought into the classroom. Access to the Internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Internet access makes contact with people all over the world possible, bringing into the classroom experts in every content area. Teachers can use these resources for individual and group projects, curricular materials, and idea sharing. Expertise in our school may be shared with others around the world. Educators may share lesson plans and may network to enrich their skills.

District Responsible Internet Use Policy

1. Student Personal Safely

- a. Students will not post personal contact information about themselves. Personal contact information includes address, telephone numbers, home address, work address, etc. School address and email address may be used when it is necessary to receive information.

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- b. Students will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the District and its users will not include any reference to District personnel or users, including their names and pictures, without their permission.
- c. Students will not agree to meet with someone they have met online without their parent's approval and participation.
- d. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal or Destructive Activities

- a. Users will not attempt to gain unauthorized access to the District network or to any other computer system through the District network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt any computer system performance or destroy data.
- c. Users will not use the District network to engage in any other illegal act.

3. System Security

- a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the District Network Administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

4. Inappropriate Conduct

- a. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

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- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, the user must stop.
- f. Users will not post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the District and its users will not include any reference to District personnel or users, including their names and pictures, without their permission.

6. Respecting Resource Limits

- a. Users will use the network only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download files at a time when the network is not being heavily used and immediately remove the file from the network system computer to their personal computer.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying unnecessary message to a large number of people.
- d. Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
- e. Users will subscribe only to high quality discussion group main-lists that are relevant to their education or professional/career development.
- f. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Plagiarism is illegal.

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b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

a. Users will not use the District network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Exceptions may be made if the purpose of such access is to conduct research, and if access is approved by both the teacher and the parent.

b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by the school.

9. Web Sites

a. The District and its users will not include any reference to District personnel or users, including their names and pictures, without the individual's permission.

b. If a personal or class Web page is created, a notice must be included to inform the public that the opinions expressed on the page are those of the creator of the Web page, not the District. A statement on the Web page must acknowledge the authorship of the page.

10. Due Process

a. In the event there is an allegation that a student has violated the District Acceptable Use Policy and Agreement, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before an administrator.

b. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Handbook, the violation will be handled in accord with the applicable provision of the Student Handbook.

Please print the following page. Student and Parent must sign this form annually.

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(Please PRINT this page, sign as appropriate, and submit to the office PRIOR to internet use.)

Ukiah School District 80R

Internet Responsible Use Policy and Agreement

I have read and agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures.

Internet access will be granted after a signed form is returned and adequate training received. Everyone must adhere to the following rules or internet privileges will be revoked:

1. Use the Internet to complete educational activities as assigned by his/her teacher.
2. Do not knowingly violate copyright laws by copying or publishing the writing of others without their permission.
3. Do not intentionally waste limited network resources by tying up workstations and the network. Be sure to quit web browsers when finished using them.
4. Always protect your password and login information. Do not give this information to others.
5. Be ethical and courteous. Do not send hate, harassing, or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
6. Sending, displaying or downloading offensive pictures or graphics will not be permitted.
7. Damaging computers, computer systems, or computer networks will not be permitted.
8. Trespassing in others' folders, work or files is not acceptable.
9. Do not use the network for your own commercial purposes.
10. Access to all chat rooms, groups or sessions are strictly prohibited unless specifically approved by a teacher.
11. Loading any software that hasn't been approved by the teacher is prohibited.

For the privilege of using the Ukiah School District Network and having access for the public networks, I hereby release Ukiah School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from by use, or inability to use, the Ukiah School Network.

Please Print

Name of User _____ Home Phone # _____

Grade _____

I hereby certify that I will abide by the conditions set forth in the Ukiah School District Network User's Code of Conduct.

Signature of User: _____ Date _____

Signature of Parent/Guardian _____ Date _____

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Appendix A: Personal Education Plan (PEP) form. Revised 6/16

Ukiah School District 80R Personal Education Plan

Date _____ Name _____

The purpose of the Personal Education Plan is to facilitate discussion and planning between students, parents and school, focusing on individual student goals as they relate to Oregon and Ukiah School District graduation requirements, assessment requirements, and student career and personal goals. With this document, we celebrate the power of talking together, identifying responsibilities, and working toward goals. The planning team (student, parent/adult sponsor, educational professionals) will meet at least annually. The student may request additional meetings as s/he needs.

What job/s interest me? How will I get there?	Where am I now academically? Where do I want to be?	Are all elements in my life up to speed? How can I improve?
Career hopes:	1 2 3	1 2 3
Steps toward achievement:	1 2 3	1 2 3
How will I measure achievement of each goal?	1 2 3	1 2 3

When will we meet again? _____

Student
Parent/Sponsor
Administrator
Faculty/Team Members

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Appendix B – Library Application form

Ukiah Public/School Library Application – Sage Library System

Submit an application and present acceptable ID and proof of residence or property ownership in their home library jurisdiction. Borrowers may only have one Sage System Public Library Card. Students enrolled in Eastern Oregon regional colleges and universities may also have student ID cards which double as Sage System library borrower's cards. Please provide the following information:

(* required)

Name * _____

Mailing Address* _____

Physical Address* _____
(IF different from mailing address)

Telephone Number* _____

2nd Telephone Number _____

Email Address* _____

Date of Birth* _____

Other Contact Information _____
(Name, Phone and/or address)

Parent or Guardian's Name* _____
(IF applicant is under 18 years)

Date of Application* _____

Valid ID* _____

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Appendix C: Do Not Release Pictures of My Child form. Please print, sign and return this form to school within fifteen (15) days of the beginning of school each year, if you wish the school NOT to publish your child's picture, name, or other distinguishing characteristics (NOT in yearbooks, NOT in the school newsletter, NOT in local flyers, NOT via email or electronic file transfer, etc.) for the current school year. This form must be submitted annually, within fifteen days of the beginning of school. See PREFACE, page 3 of this document.

Do Not Release Pictures of My Child

Name of Child: _____

Date of Birth: _____

Grade: _____ School Year: 2017-2018

(We) the undersigned parent(s) or legal guardian(s) of _____,

a minor, do hereby deny authorization or consent to Ukiah School District to publish or print my child's name and/or picture in any publication of any size or distribution, including Ukiah School District's Website. I understand that this form is signed on a year-to-year basis, and that I may revoke it at any time.

Signature of Parent(s)/Guardian(s)

Date

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Appendix D: Permission to Publish Student Data form. Please print, sign, and submit this document to the school office within the first fifteen (15) days of each school year to give permission for your child's name and/or image to be part of school reports, advertising, documentation, or other publicity.

Permission to Publish Student Data

Name: _____

Date of Birth: _____

Grade: _____ School Year: 2017-2018

(We) the undersigned parent(s) or legal guardian(s) of _____,
a minor, do hereby authorize and consent to Ukiah School publishing or printing my child's name and/or picture in a publication of any size and distribution, including Ukiah School's Website. I understand that this permission is given on a year-to-year basis and that I may revoke it at any time.

Signature of Parent(s)/Guardian(s)

Date: _____