

**WARRENTON
HIGH SCHOOL
STUDENT HANDBOOK
2018-2019**



Mr. Rod Heyen
Principal

1700 South Main
Warrenton, OR 97146
(503) 861-3317
FAX (503) 861-2997

Website Address

www.gowarrenton.com

It is the policy of the Warrenton-Hammond School District No. 30 Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions regarding equal opportunity or nondiscrimination should contact the Superintendent at the Warrenton-Hammond District Office, Phone (503) 861-2281 or TDD 1-800-735-2900.

For questions concerning:

- Section 504 - call the coordinator at 861-3376.
- Title IX - call the coordinator at 861-2281.

Mission Statement

Warrenton High School, with a highly trained professional staff, in cooperation with parents and outside institutions/agencies, will provide a positive learning environment for all students. Students will acquire the skills necessary to meet the standards set by the State of Oregon and earn a high school diploma or a suitable alternative, on their way to becoming lifelong learners and responsible citizens.

Warrenton High School Staff

Mr. Rod Heyen	Principal, Calculus H
Mr. Josh Jannusch	Assistant Principal, Chemistry & STEM
Mr. Ian O'Brien	Assistant Principal, Weights
Mr. Robert Hoepfl	Athletic Director, Gov./Econ & SIW
Mrs. Michelle Annat	Head Secretary
Mrs. Cheryl Jannusch	Assistant Secretary
Mr. Tyler McGorty	Director of Maintenance
Mr. Jayson Holmstedt	Director of Technology

Teaching Staff

Ms. Kathleen Adams	Learning Objectives
Mr. Jeff Bilyeu	Algebra 1A, Chemistry, Physical Science, Physics
Mr. Jason Edwards	Spanish I, II & College Spanish H
Mr. Jim Hackwith	Pre Calculus Alg. 2H, Drama & Stage
Mr. Dan Hansen	Applied Algebra, Algebra 1, Geometry, Algebra 1B
Mr. Trent Klebe	History in Cinema, U.S. History & Global Studies
Mrs. Suzanne Marchello	English III & Student Council
Mr. Michael McClure	Band & Choir
Mrs. Dana McMakin	Publishing, English I, English IV
Mr. Steve Porter	Biology, Anatomy/Physiology, Geology & Fisheries
Ms. Mallory Rettig	Learning Objectives & Phy. Sci. M
Mrs. Jenny Smith	Health & P.E.
Mr. Brian Vollner	Art & Graphic Design
Mr. David West	English 11, English 1A, English Workshop

Educational Assistants

Kitchen Staff

Kate Gruetter
Lois Barnum
Jennifer Partridge

Karen Stanovich
Leslie Moeller

Custodial/Maintenance Staff

Craig Horton
Debra Livingston
Noria Durham

Henry King
Stephen Horgli

Nurse

Jackie Welborn

District Office Administration

Mr. Mark Jeffery
Mrs. Suzanne Harris
Mr. Mike Moha

Superintendent
Special Education Director
Business Manager

2018-19 Student Body Officers

Maria Heyen
Catherine Tapales
Mara Dowaliby
Cailin Bennet
Pamela Talacon
Katelyn Carelock
Kaisa Liljenwal
Robert Hoepfl

Co-President
Co-President
Vice President
Secretary
Treasurer
Sergeant-at-Arms
Publicity
Advisor

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2018-19 SCHOOL YEAR CALENDAR

August	29	Open House 5:30 – 7:00 PM
September	3	No School; Labor Day
	4	First Day of School
October	10	Parent/Teacher Conferences (Evening)
	11	Parent/Teacher Conferences (Afternoon and Evening) AM School Only
	12	No School
November	2	End of 1st Quarter
	12	No School; Veteran's Day
	19-23	No School; Thanksgiving Break
December	24-Jan 4	No School; Winter Break
January	7	School Resumes
	21	No School; MLK Day
	25	End of 1st Semester
	25	No School; In-Service
February	18	No School; Presidents' Day
March	20	Parent/Teacher Conferences (Evening)
	21	Parent/Teacher Conferences (Afternoon and Evening) AM School Only
	22	No School
	25-29	No School; Spring Break
April	5	End of 3rd Quarter
May	27	No School; Memorial Day
June	5	Last Day for Seniors
	6	Baccalaureate
	7	Graduation
	12	Last Day for Students (AM School Only)
	12	End of 2nd Semester
	13	No School; In-Service

A more detailed school calendar can be found at the school website:

www.gowarrenton.com

BELL SCHEDULE

Regular Bell Schedule

Period 1	8:00 - 8:50
Breakfast	8:50 - 9:02
Period 2	9:02 - 9:52
Period 3	9:56 -10:46
Period 4	10:50 - 11:40
Lunch	11:40 - 12:18
Period 5	12:22 - 1:12
Period 6	1:16 - 2:06
Period 7	2:10 - 3:00

WELCOME

Welcome to Warrenton High School. We want your high school experience to be positive, enjoyable, and memorable. Involving yourself in school activities is one way to make this happen. Our goal is to provide a safe and clean environment in which to learn. Participation, respect, integrity, dependability, and enthusiasm are keys to making friends, being happy, and enjoying school. This handbook is written as a guideline of the policies and procedures for our school and programs. In addition there are federal and state laws, as well as district policies governing our school. Students and parents are encouraged to visit with the principal to discuss Warrenton High School curriculum, essential learning skills, common curriculum goals, and subject content standards and Smarter Balanced Testing procedures.

GENERAL INFORMATION

ACHIEVEMENT TESTING

State tests are given in the spring of the junior year. State testing in reading, writing, science, and math is required of all juniors. Seniors, who have not met the standards, will have retest or alternate opportunities during the year for the standard not met their junior year. All students must pass the essential skills requirement for high school graduation.

BICYCLES

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 bicycles.

BUILDING HOURS

Warrenton High School is open from 7:45 am until 3:15 pm. Loitering is not allowed and the school is not responsible for accidents involving non-supervised students before 7:45 and after 3:15. Students are not allowed anywhere in the building including: the weight room, the locker rooms, the gymnasium, the halls, or the classrooms at any time unless they are under the supervision of a certified supervisor. Students waiting for rides are not to congregate in the office area.

FACULTY LOUNGE

The faculty lounge is off limits to students at all times.

HALL PASSES

Hall passes are required of all students in the halls during class time. The pass should show the signature of the teacher and include the destination and the time. T.A.'s are not to be in the halls during class time. They must also display some sort of authorization from their teacher and be on their way to or from a destination.

INSURANCE

The school district's policy does not cover students for accidents on school property. Students are encouraged to have their own insurance or obtain school insurance, which is provided by a private insurance company through the school district. Parents and students are advised to read their insurance policies carefully, and to be aware of the coverage and limitations.

LOCKERS

Lockers are provided for students' convenience and should be well maintained. Students must use only the lockers assigned to them. Students are responsible for any damage done to their locker during the year. Writing on lockers is prohibited. The school accepts no responsibility for the contents of any locker. Please do not keep money or valuables in a locker. Lockers are the property of Warrenton-Hammond School District and are therefore subject to search by the school officials when reasonable suspicion exists.

MEDICATIONS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent/legal guardian. Medication will not be administered until all requirements have been met. High school students may self-administer non-alcohol based over-the-counter medication for colds, headaches, etc.

PERSONNEL 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 can be requested 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 with the

superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Governing Board in care of the superintendent following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

PUBLIC DISPLAY OF AFFECTION

The inappropriate public display of affection is frequently embarrassing to adults and students. Affection is limited to holding hands. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy are subject to disciplinary action.

SCHOOL CLOSURES & ALERT NOW

In the event of inclement weather, announcements for late start or school closure will be made on radio stations KAST (1370 AM), KAST (92.9 FM) and on Portland television stations. The District has a computerized alert system that will also make a computer call and/or send an e-mail to each phone number registered with the school informing them of this information. This automated system will also be used to communicate with parents in the event of an emergency.

STAFF PARKING LOT

Students are not to be in the staff parking lot between the building and the football field during the school day, including lunchtime.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of 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 parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. 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/eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

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

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth
- Name of parent/guardian
- Date of entry into school

Parents have a legal right to view all educational records regarding their child.

STUDENT FEES FOR 2018-2019

School fees should be paid in full upon completion of registration and whenever schedule changes are made:

Activity Fee	\$20.00
Parking Permit:	\$10.00
Yearbook	\$40.00
Instrument Users Fee:	\$20.00
Art Fee:	\$15.00
Drama/Set Design:	\$10.00
Science Lab Fee:	\$15.00
Technology Fee:	\$15.00

Report cards and/or class schedules may be withheld if fees or fines have not been paid or arrangements to pay have not been made with the principal.

No student will be denied an education because of an inability to pay fees. Please talk to the principal if other arrangements are needed.

STUDENT I.D. CARD

Each student enrolled at Warrenton High School will be issued a student identification card with his or her picture on it at no charge. A student I.D. card admits students to regular home sporting events free Endowment games, league playoff and state playoff games regular admission rates will be charged.

STUDENT RIGHTS & RESPONSIBILITIES

Warrenton-Hammond School District #30 is committed to maintaining a school system in which every individual must share the rights, duties, and responsibilities. The Governing Board goal in reference to student behavior states that all students will behave appropriately, respect each other, respect persons in authority, and respect the property of individuals and of the district.

Rights cannot exist without responsibilities, nor can responsibilities be expected without rights. The Board accepts the responsibility for adopting policies for the general governance of the schools, which will create school conditions free from discrimination. They also want to ensure that learning take place in an atmosphere of open communication, self-discipline, and clearly understood guidelines.

TOBACCO-FREE SCHOOL DISTRICT

Warrenton-Hammond School District #30 seeks to have a tobacco-free environment. The use or possession of tobacco products is prohibited on all school district property used for school district purposes. The term "tobacco products" as used in this policy shall be consistent with the definition of that term in ORS 431.840. Tobacco products are defined as any kind of a pipe, cigar, cigarette, e-cigarette or any other smoking equipment or material, for inhaling, chewing or sniffing of tobacco products. Possession or use of such products will result in a suspension from school and could

result in a referral to the tobacco education program. Repeated violations may result in a recommendation for expulsion.

VEHICLE USE & PARKING

Parking permits are required. A parking permit can be purchased at the office for \$10.00.

A \$5.00 parking ticket will be issued to students parking in the student lot without a parking permit and/or for parking in a restricted area. **The paved staff parking lot is off limits at all times during the regular school day from 6:00 AM until 4:00 PM,** unless specific permission is granted for special circumstances.

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

School district students desiring to bring cars onto district property must register these vehicles in the school office. Students should be aware that parking on school property is a privilege and not a right. 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.

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

- All students driving vehicles to school will park on school property in the north parking lot in the spaces provided. Care is to be taken to park nose into parking space staying within the space and behind the stop. Maintenance and bus driveways are not to be blocked. Students are not to drive or park on the south side or behind the school at any time. No student will be permitted to park off the school grounds for the purpose of having unrestricted use of their vehicle during the school day. Students parked improperly or in restricted areas may receive a \$5.00 parking ticket.
- Vehicles are to be driven to and from school and during the lunch period only, unless otherwise approved by the principal.
- All school, local, and state traffic laws must be obeyed. Speed limits are: **20 mph in a school zone and 5 mph on school property.**
- School personnel do not have the authority to release students to go on trips in their cars or with another student during the school day. At no time may a student transport other students (ORS 820.190).
- Travel to State Tournament games during school hours must be prearranged and must be in the accompaniment of a parent.
- **Suspension of Driving Privileges**

The superintendent may, under ORS 339.254, make a request to the Oregon Department of Transportation for the suspension of a student's driving privilege or the right to apply for a driving privilege for the following reasons:

More than 10 consecutive school days of unexcused absences; or fifteen school days total of unexcused absences in a single semester. (Board Policy JHFDA)

VISITORS POLICY

To help protect students and school property and to prevent disruption to the learning environment, the only visitors allowed on campus are classroom guest speakers, parents, guardians, or others on approved school related business. All visitors are to check in at the school office before proceeding to a classroom or activity area. School hours are for the instruction of Warrenton High School students, not their friends or guests.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS (25 Total Credits)

- 4 credits English (one taken each year of high school)
- 3 credits Math
- 3 credits Science
- 1 credit Physical Education
- 1 credit Health
- 3 credits Social Studies
- 2 credits in Applied Arts/Fine Art/Industrial Art/Foreign Language.
- 7 credits of Electives

Students who are taking alternate day classes or who are in a simultaneous enrollment program at Clatsop College must carry class loads equal or surpassing requirements mentioned above. Any exception will be by administrative and/or board permission. **All seniors must pass at least four classes each semester during their senior year in order to participate in the graduation ceremony. Seniors will be eligible for early release from school if they are enrolled at CCC or are in the work experience class.**

GRADUATION CEREMONY & ACTIVITIES

- For a student to receive a high school diploma from Warrenton-Hammond School District No. 30, he/she must have fully met all credit and attendance requirements established by the State of Oregon and Warrenton-Hammond School District No. 30.
- For a student to receive a high school modified diploma, he/she must have fully met attendance requirements, total credit requirements, with standards modified to meet the individual needs of the student, and completed all of the graduation requirements, although requirements for completion may be something less than those needed for the diploma program.
- Graduating seniors are required to participate in the graduation practice to participate in the graduation ceremony.
- All fines and fees must be paid and all obligations satisfied prior to the ceremony to participate.

- Seniors taking college classes that are needed to complete high school requirements for graduation must be in good standing to complete and pass the class one week before graduation. Students not in good standing will not be allowed to be part of the graduation ceremony.
- **Seniors who disrupt the educational process and/or create additional work for staff with pranks, vandalism, littering, trespassing, and defiance of staff authority will be excluded from senior activities and/or the graduation ceremony.**

SUMMER SCHOOL & CORRESPONDENCE COURSES

Summer school and correspondence courses must be from an accredited program and have administration approval.

ONLINE CLASSES

WHS has access to online course offerings. Enrollment into any school supported online class must be made by the end of the second week of the semester. Please make an appointment with the school counselor or principal for course options and enrollment.

PARTIAL DAY ENROLLMENT

Off-campus educational opportunities are available through CCC, the MERTS Program, the Health Occupation Program, and the Work Experience Program. Students enrolled in these programs and also those enrolled for a partial day must not be on campus during their non-class hours during the school day. If circumstances cause them to be on campus, they are to report directly to study hall once they arrive at school.

FOREIGN EXCHANGE STUDENTS

Exchange students enrolling at Warrenton High School will be placed at a grade classification based on the number of years they have been in high school. They will be allowed to participate in all activities afforded students at their assigned grade level. Appeals will be addressed by the principal on a case-by-case basis.

ATTENDANCE

ATTENDANCE POLICY

- The parents or guardians are responsible for complying with Oregon Revised Statute (399.020) which states: “Every person having control of any child between the ages of 7 and 18, who has not completed the 12th grade, is required to send such child and to maintain such child in regular attendance at a public full-time school.” Any parent who fails to send a student to school within three (3) days of notification by school staff 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 C violation of law and is punishable by a court-imposed fine, as provided by ORS 339.925. Our philosophy is that all students are to remain in school for a minimum of four years, seven classes a year. Releases are not allowed for work unless enrolled in our Work Experience Program or upon administrative approval.

- Any student missing more than ten days during a semester is in danger of earning zero credit. Any student with legitimate/verifiable reasons for exceeding the absence limit will be subject to a formal review to determine course credit. Pre-arranged absences may not exceed five days per semester, with a maximum of ten days in a school year.
- Pre-arranged absences must be submitted for administrative approval.
- The expectation for make-up work following an excused absence is that work be submitted within one day of each day absent. (For example: one day's absence, one day after return, two day's absent, two days after return, etc.)
- Students living under the jurisdiction of their parents or a guardian, regardless of age, may not write their own notes.
- Students absent from school may not attend any school activities the day of the absence without administrative approval.

ADMIT SLIPS

All students must obtain an admit slip from the office immediately following an absence, before the start of the school day. Students getting admit slips after the start of classes are considered tardy. If teachers have provided a list of students participating in an off-campus school activity, admit slips are not required upon return.

APPOINTMENTS

It is recommended that medical and dental appointments be made outside the school day and during teacher in-service days whenever possible. Frequent absences, even when excused, make it difficult for the student to keep up with classwork missed. Students who must leave during the day for illness or appointments must **check out with the office secretary BEFORE leaving:**

- Student must have a note from a parent stating the reason for leaving, or,
- Student may call home and have someone from the office verify the call, or,
- Parent may call the school and have student checked out.
- Students must bring a note for the attendance file upon return.

Students who fail to check out in any of the above procedures will be considered UNEXCUSED and will be referred for disciplinary action.

EXCUSED ABSENCES

It is the responsibility of the student to maintain regular attendance in all assigned classes. Absences from school will be excused under the following circumstances:

- Illness of the student
- Illness of immediate family member when the student's presence at home is necessary
- Emergency situations that require the student's absence (documentation required)
- Field trips and school approved activities
- Medical or dental appointments (confirmation of appointments required)

Pre-arranged absences deemed appropriate by the school administrator.

EXCUSING UNEXCUSED ABSENCES

In order to remove an unexcused absence from the attendance record, students have three (3) days after the absence to bring a parent/guardian's note, doctor or dentist signed note.

Unexcused absences that are not cleared after three days may result in detention and/or suspension.

PRE-ARRANGED ABSENCES

A prearranged absence is required only when a student will miss two or more days of school. Students are responsible for getting their assignments, either from the teacher or the school website, and having the work finished upon their return.

Students involved in extra-curricular activities are required to be in school the entire day of their activity. If they are going to be absent for the day, or any part of the day, they must "prearrange", or bring a note signed by an authorized person at the site of the medical or legal appointment, to be allowed to practice, perform, or compete that day.

SIGNING OUT OF AND BACK ONTO CAMPUS

Students leaving campus during the school day must receive permission from the office and sign the sign out sheet before leaving campus for any reason. Upon their return to campus, they must sign back in at the office.

SUSPENDED STUDENTS

Students have an opportunity to make-up major assignments or tests they missed. Work may be requested by the student or parent and must be turned in upon returning to their regular class. Make-up test times must be arranged with the teacher upon the students return to class. Suspended students may not attend any school activities without administrative approval.

TRUANCY

A truant is any student who is absent from class or school for any part of a day without permission from home or school. **Truant students will not be allowed to make up the missed work.** Parent/guardian will be notified and discipline may include detentions, in-school suspension, out of school suspension and/or expulsion and/or a formal hearing with the superintendent.

UNEXCUSED ABSENCES

Roll is taken the first 10 minutes of class. If a student is more than 10 minutes late, he/she must report to the office for an admit slip. Students entering a class after 10 minutes will be counted absent for activity/athletic participation purposes.

There are several situations in which an absence will be considered unexcused:

- Returning to school after an absence without a note from a parent or guardian.
- Not prearranging an absence.
- Leaving the building without permission. Students must checkout with the secretary before signing out or leaving the school building during school hours.
- Not bringing a signed note from a doctor or dentist showing medical or dental appointment was kept.

- Note that missing a school bus, a faulty alarm clock, car troubles or day care issues are not excused.

There is no obligation for the teacher to provide homework for an unexcused absence.

UNILATERAL PLACEMENT

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

WITHDRAWAL FROM SCHOOL

- Students moving or leaving the school during or at the end of the year are required to check out with each teacher and be cleared through the office. Fees/fines carry over and must be paid.
- Report cards and/or diplomas are withheld if fees or fines have not been paid or arrangements to pay have not been made with the office.

PROGRAMS

BREAKFAST PROGRAM

Breakfast is offered to every student between 1st and 2nd period at 8:50. This will continue to be offered as long as funding allows.

LUNCH PROGRAM

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. **Free or reduced-price lunches are not to be shared with other students. Students who violate this policy may lose lunch program participation privileges.**

TALENTED & GIFTED PROGRAM

Parents of talented and gifted students have the following rights:

- School districts shall inform parents at the time a child is identified for the program and of the services available.
- School districts shall provide an opportunity for parents to give input about the programs and services to be received.
- Parents may request the withdrawal of their child from programs and services.
- Parents shall be informed of the right to file a complaint. Any questions regarding TAG identification, programs, services, or complaints should be directed to the building principal.

POLICIES AND PROCEDURES

BUS REGULATIONS

- Be safe.
- Be Responsible.
- Be Respectful.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and communication devices are not to be visible, heard, or used inside the building from 8:00 AM to 3:00 PM except during lunch. If a student needs to check a message or make a call, he/she may step outside the building during passing periods or do so during lunch.

If a staff member confiscates a cell phone, it must be turned over to that staff member, intact, and that staff member will turn it into the office. Refusal to turn over a cell phone will result in suspension.

Students will not be permitted to use cell phones for music during the school day. Accessing music through school computers is at the discretion of the individual teacher. All school policies regarding use of technology apply to use of laptop computers, tablets and cell phones by students in the building. Possession of electronic devices is at the risk of the owner. The school will not be responsible for stolen equipment.

DANCE RULES

- All dances will be over by 11:00 pm unless otherwise specified.
- All students and their guests must wear attire appropriate for the type of dance they are attending.
- **No one will be admitted one hour after the dance begins** unless previous arrangements have been made with the principal and/or advisor prior to 3:00 pm on the day of the dance.
- Once a student has left a dance, they will not be readmitted if they leave unless arrangements have been made with the supervising administrator.
- Full day attendance at school is required on the day of a dance or other after school activity, unless prearranged, in order to be eligible to attend.
- All regular school policies are in effect at school dances, on and off campus.
- A student may bring a guest from outside Warrenton High School to school dances by completing a guest permission form from the office. Dance guest permission forms for homecoming and prom must be submitted at least one week prior to the event. Request forms must be signed by the parent or guardian of the host student. Requests for all other dances must be submitted at least 24 hours in advance. Outside guests must be a high school student or high school graduate under the age of 21, unless approved by the principal. Students will be held accountable for the conduct of their guest. If an invited guest violates any rules or regulations, the sponsoring student may lose the privilege of bringing future guests to dances.

DRESS CODE

The responsibility for the dress and grooming of a student rests primarily with the student and parents or guardians. Ordinarily, a student's dress or grooming shall not affect their participation in school classes, programs or in school related activities. When unusual dress or lack of proper grooming disrupts or directly interferes with the learning process of the individual student, of other students, or of the learning climate of the school, discussion with the offending student and/or parents must be immediately undertaken.

- Shoes must be worn at all times.
- Head coverings, including caps, hats, hoods, bandanas, and/or bandanas folded or rolled into headbands may not be worn at school.
- Pajamas, boxer shorts and/or slippers are not appropriate for school.
- Students are to dress in clothing that is appropriate for the cold climate.
- The use of blankets is not acceptable in the building.
- Students will be allowed to wear hats at games and dances.
- Trousers and shorts are to be worn at the natural waistline, without sagging or bagging, or revealing skin.
- Clothing is not to be ripped, cut out, or torn in inappropriate places.
- Midriffs and torsos are not to be exposed.
- Short shorts are not appropriate for school.
- Tank tops are to be broad at the shoulder so as to fully cover without showing bras or bra straps. "Spaghetti strap" tops are not permitted.
- Muscle shirts are not to be worn at school or school functions.
- Clothing should be long enough that the shirt overlaps the waistline of the pants when the arms are raised.
- Low cut and/or tight fitting tops are not appropriate.
- Sports bras are not to be visible.
- Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds including: parking lots, at school-sponsored activities and in district vehicles. Students who are in violation of the dress code will be asked to change.
- Messages depicting inappropriate language or sexually explicit language or pictures are prohibited at school and at school activities. Pictures of scantily clad men or women are prohibited. Students who are in violation of the dress code will be asked to change.
- Continued violations will be viewed as defiant behavior and the student will be subject to suspension.

GANG BEHAVIOR POLICY

All items associated with “gangs” as identified by school administrators in conjunction with local law enforcement agencies are prohibited from being on Warrenton High School property. Clothing articles or fashion items that support or indicate a membership in a hate group are also prohibited. The following behavior is prohibited at school, on school buses, going to, from or attending school events:

- Wearing pants below the waistline (sagging and bagging) or wearing particular caps, bandanas, handkerchiefs or other items associated with gang groups.
- Wearing heavy or long chains or chokers.
- Participating in any act that may further the interest in gang affiliation, gang membership, hate group membership such as, but not limited to, writing or inscribing gang-related graffiti to include messages, symbols or signs on school property are prohibited. Due to the changing trends in gang attire, clothing, jewelry, accessories and grooming styles, restrictions may change when necessary. Students will be notified of the changes as they occur. Violation of this policy may result in disciplinary action up to and including out-of-school suspension.

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situation as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

For additional information concerning the rights of student and parent/guardians of students in homeless situations or assistance in accessing transportation services, contact the school and request a counselor.

HOMELESS STUDENTS – PLACEMENT/ENROLLMENT/COMPLAINTS

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent/guardian may appeal the school’s written decision in accordance with established district procedures. Additional information may be obtained by contacting the district’s liaison for student in homeless situations.

LIBRARY

- **BORROWING MATERIALS**
 - a) Students may check out books for 4 weeks at a time.
 - b) Magazines may be checked out overnight.
 - c) Encyclopedias and other reference books may be checked out for one week.
- **RETURN OF MATERIALS**
 - a) Students who have overdue materials may not check out new materials until overdue materials are returned and fines are paid.

b) Fines accumulate at the rate of \$.05 per book per day, weekends and holidays excluded.

- **LOST OR DAMAGED BOOKS**

a) Please report lost books immediately.

b) Full retail value of the book must be paid if the book is lost.

c) If the book is found after having been paid for, the money will be refunded.

d) A fine will be charged for any damaged book.

- **USE OF THE LIBRARY**

a) All students are expected to move quietly and respect the rights of others. The use of the library is restricted to students using the library materials or for quiet study with teacher permission.

PETITIONS

Petitions may not be circulated without the approval of the principal. Petitions must be limited to school policies and regulations. Circulation of such petitions must not interfere with the normal operations of the classroom or school.

ROOTER BUS

In the event that a rooter bus is arranged to transport students to an away athletic event there must be at least 30 students, who have paid the fee the day before, and at least two advisors.

SIGNS & POSTERS

Any and all posters to be posted about the school must first be approved and initialed by the principal.

SUBSTANCE ABUSE POLICY

The District School Board recognizes that the use or abuse of alcohol and drugs interferes with the educational process.

The Board recognizes its dual responsibility to establish discipline policies and procedures in relation to alcohol and other drug use by students, as well as to support staff training and community awareness activities related to alcohol or other drug education.

Students, while under school jurisdiction, on or off school property during the school day, or attending school-sponsored activities, who possess, distribute, sell, use or give evidence of having consumed alcoholic beverages, or use of drugs, tobacco, inhalants, vaporized or aerosolized in any form, or narcotics not taken at the direction of a physician, or other substances intended to alter mood, shall be subject to discipline, suspension and/or expulsion, and other appropriate alternatives. Students caught at school activities possessing, using, distributing alcohol, drugs, tobacco, or giving evidence of having consumed such substances will not be able to attend school activities until the start of the next season.

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 18 years of age is in violation of state law and is subject to a court-imposed fine.

An unlawful drug is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). Unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulation.

- Possession and/or use: For verified possession and/or use of marijuana, cocaine, tobacco, alcohol and/or other illegal or misused substances intended to alter mood, not taken at the direction of a physician, 1-6 of the following will be imposed:
 - 1.) The administration notifies the parent/guardian and student. Referral to law enforcement may be made.
 - 2.) Suspension of student from school.
 - 3.) Prior to readmission to school, an assessment of the student may be required upon the request of administration. The assessment must be performed by a school-approved third party at the parent's expense. The results of the assessment must be submitted to the principal and superintendent for consideration.
 - 4.) If the student, parents or guardian refuse to permit the assessment, a recommendation for an expulsion hearing or alternate placement will be forwarded by the principal to the superintendent.
 - 5.) After receipt of assessment results, any of the following may be initiated by the principal: referral to the proper law enforcement agency (mandatory for repeat offenders), referral to chemical abuse class, referral to a treatment center, detention; alternate placement, assignment to community service, alternative learning experience, student performance contract, or other appropriate alternatives.
 - 6.) Failure to comply with the counsel of the principal will result in being excluded from school and district-wide activities pending an expulsion hearing or alternate placement.
- Sale and/or Distribution: For verified sale and/or distribution of marijuana, paraphernalia, alcohol and/or other illegal or misused substances intended to alter mood, not taken at the direction of a physician, all of the steps listed in 1 through 6 above will be followed plus referral to the proper law enforcement agency will be mandatory.

TARDY POLICY

Students not in their classrooms seated **before** the tardy bell rings are tardy. **Excessive tardies**, with or without parent notes, will result in disciplinary action.

- A student who brings a note from a teacher, administrator, or other staff member is excused and not considered tardy.
- Tardies will accumulate for each quarter in all classes combined.
- A detention is defined as a 30-minute block of time.
- A student will be assigned a detention after they have accumulated three tardies.
- A detention will be assigned on the sixth tardy.
- On the seventh tardy, the student will be called into the office for a conference and a parent will be notified. Two detentions (1 hour) will be assigned.

- On the eighth tardy four detentions (2 hours) will be assigned.
- On the ninth tardy six detentions (3 hours) will be assigned.
- On the tenth tardy ten detentions (5 hours) will be assigned.
- Beginning with the eleventh tardy, the student will be referred to the administration for further disciplinary action. This action could include, but is not limited to: in-school suspension, or out-of-school suspension.
- A student who is 10 or more minutes late to class will be sent to the office for a pass to be admitted to class and will be marked absent for that period. The administration may assign one or more detentions for a tardy of 10 or more minutes.

TELEPHONE

A student telephone located at the main office is available for student use before school, lunch, between classes and after school. Because it is an office/business telephone, it shall only be used by students for authorized school business or emergencies. Authorized calls are not to be made during class time. Students must ask office staff for permission before using the phone. **Telephone messages will not be delivered except in cases of an emergency and if they are from immediate family only.**

USE OF STUDENT FUNDS

- All student funds are handled through the student body, main office and the school secretary. The treasurer of each student group should maintain an accurate record of all expenditures so that outstanding bills will be considered before making additional purchases.
- All purchases must be accompanied by a purchase order and have an advisor's approval. **Students are not to make purchases on their own.**

CITIZENSHIP AND DISCIPLINE

ACADEMIC DISHONESTY

Since cheating and plagiarism interfere with the rights of other students to have a fair education, students who cheat or plagiarize may be referred for disciplinary action and will fail the assignment, test, or project with a zero grade. If a zero grade is issued, the teacher will notify the parents or guardians and keep a record of the action. A second occurrence may result in removal from class with a failing grade, suspension and/or expulsion from school.

APPROPRIATE USE OF TECHNOLOGY

All students must have a parent/guardian signed appropriate use agreement on file. Violations of appropriate use policies will result in technology privileges being revoked and/or disciplinary action.

CONDUCT AT AWAY ACTIVITIES

Students are subject to discipline for conduct while traveling to and from school, at school sponsored activities, and while in approved off-campus programs during regular school hours whenever such conduct has direct effect on the general welfare of the school.

DETENTION POLICY

- After school detention **begins at 3:05 and ends at 4:05**. Admittance will not be allowed after 3:05. Students are required to sign-in and sign-out of detention to document attendance. If a student owes more than one detention they will be expected to stay for one hour unless granted prior approval. If a student is asked to leave the detention room or leaves early without permission, it will not count and the incident will be referred to the administration for disciplinary action.
- Lunch detention begins at 11:44 and ends at 12:14. Admittance will not be allowed after 11:44. If a student is asked to leave the detention room or leaves early without permission, it will not count and the incident will be referred to the administration for disciplinary action.
- Students will receive a dated detention notice notifying them of the assigned detention. No additional notification will be given. Students may check in the office to see if they have outstanding detentions.
- If a student is absent from school on the day their detention is to be served, an additional day will be granted.
- If the detention and/or detentions are not served by the specified date, the student will be referred to the administration for further disciplinary action. This action could include, but is not limited to: in-school suspension, or out-of-school suspension.
- Students will not be allowed into the detention room without materials to keep them busy the entire detention. No food, drink, or games allowed.

DISCIPLINE POLICY

INFRACTION	MINIMUM ACTION	MAXIMUM ACTION
Academic Dishonesty: Cheating, plagiarism, or otherwise submitting schoolwork or a test in a dishonest and/or deceiving manner.	Zero on test or assignment Parent Involvement	Suspension Removal from Class
* Alcohol or Drugs: The use, possession, sale or contributing to the purchase, or being under the influence of alcohol, drugs, marijuana, inhalants, vaporizers, edibles or intoxicants.	Suspension	Expulsion
* Arson: The use of fire to destroy or attempt to destroy property.	Expulsion	Expulsion
* Assault: Intentional, unauthorized physical contact with another person which may cause physical injury.	Suspension	Expulsion

Automobile Misuse: Inappropriate use (parking, speeding, unsafe driving, excessive number of passengers, refusal to use seat belts) of an automobile on school property.	Warning Loss of Parking and/or Driving Privileges	Suspension
* Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.	Suspension	Expulsion
Bus Misconduct: Acting in a manner which may distract the bus driver or result in unsafe conditions.	Warning Suspension	Exclusion
INFRACTION	MINIMUM ACTION	MAXIMUM ACTION
Cell Phone Violation: Using, or having a cell phone visible or not in silent mode in the building. Refusal to give cell phone (complete with battery) to a staff member upon request.	Detention Parent Involvement and/or Suspension	Suspension Expulsion
Disorderly or Disruptive Conduct: Language, behavior, or inappropriate clothing, disruptive to the orderly procedure of the school.	Detention Parent Involvement	Suspension Expulsion
Dress Code & Grooming Violation: Unusual dress or lack of grooming that directly interferes with the learning process or climate of the school.	Warning Clothing Change Parent Involvement Detention	Suspension Expulsion
* Explosive Devices: The use or threat of use, possession, or sale of explosive devices.	Expulsion	Expulsion
* Extortion: Demanding money, or something of value from another person, in return for protection from violence or threat of violence	Suspension	Expulsion
Failure to Sign Out: Failure to sign out when leaving the building or campus during the school day. (See Attendance Policy)	Detention Parent Involvement	Suspension Expulsion
Failure to Serve Detention: Detentions not served according to school policy.	Detention Parent Involvement	Suspension Expulsion
* Fighting: Having physical conflict with other people.	Suspension	Suspension Expulsion

* Fire Alarm/Equipment Violation: Tampering with fire alarms and fire extinguishers is reckless endangerment and is a violation of the law.	Suspension	Expulsion
Forgery or Lying: Writing or giving false or misleading information to school officials.	Detention Parent Involvement	Suspension Expulsion
Gambling	Warning Detention	Suspension Expulsion
General Misconduct: Any violation not covered under any other defined violation.	Warning Detention	Suspension Expulsion
INFRACTION	MINIMUM ACTION	MAXIMUM ACTION
* Harassment: Verbal, written, or physical action intentionally intimidating or threatening another person causing fear of physical or mental injury (includes bullying, "initiation," "hazing," and sexual harassment).	Warning Parent Involvement Suspension	Suspension Expulsion
Inappropriate Display of Affection: Sexually related actions at school or school sponsored activities.	Warning Detention	Suspension Expulsion
Insubordination: Refusal to follow the reasonable request of school personnel. (This includes extra-curricular activities.)	Detention Parent Involvement Suspension	Suspension Expulsion
Lewd Conduct/Indecent Exposure: Behavior that is indecent or obscene.	Warning Detention	Suspension Expulsion
Loitering: Being in a restricted area of the building or campus without permission	Warning Detention	Suspension Expulsion
Misuse of Technology: Misuse of computers, including unauthorized use and misuse of the internet.	Detention Suspension	Expulsion
Neighbor's Rights: Loitering, vandalism, or littering community property surrounding the school.	Detention Parent Involvement Suspension	Suspension Expulsion
Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.	Detention Suspension	Suspension

Profanity - Swearing or using disrespectful language at school or activities, not directed at staff. Profanity directed towards staff at school or activities.	Warning Parent Involvement	Suspension
Reckless Endangerment: Reckless conduct that creates substantial risk of physical injury to another person.	Detention	Suspension
Tardiness: Arriving late to class without a valid pass.	Detention	Expulsion
Theft: Taking, giving, or receiving property not belonging to you.	Suspension	Expulsion
INFRACTION	MINIMUM ACTION	MAXIMUM ACTION
Trespassing: Entering or remaining unlawfully in school building, on property, or at school-sponsored events or refusing to leave when ordered to do so.	Parent Involvement Suspension	Suspension Expulsion
Tobacco Violation: The use, possession, purchase, or contributing to the purchase of tobacco in any form. Electronic cigarettes, vapor pens, inhalants etc. are also prohibited.	Parent Involvement Suspension Tobacco Class	Suspension Expulsion
Truancy: Unexcused absences.	Parent Involvement Detention In School Suspension	Suspension
Vandalism: Damaging, defacing or destroying property belonging to the school officials or others.	Suspension	Expulsion
* Weapons Violation: The possession of a dangerous weapon or use of any object to inflict bodily injury to another person.	Suspension	Expulsion

*Since these behaviors may also violate state law, school officials may be required to notify the appropriate police authorities.

DISCIPLINARY ACTIONS

Students who engage in unacceptable behavior will be subjected to certain actions. Depending upon the seriousness of the behavior, one or more of the following actions will be taken by school administrators. Parents and/or students have an inherent right to express their personal grievances and the school has the responsibility to address those expressed concerns. Students can express their concerns to any available administrator or teacher when appropriate.

- **WARNING**

A school administrator will talk to the student regarding how the student should behave.

- **DETENTION**

To be assigned by administration. Students are required to attend and may reschedule only once for illness or family emergencies. Detention will not be rescheduled for work, activities, or sports. Arrangements may be made in advance of the detention to serve before school, during lunch or after school in the principal's office or in a designated location. Failure to attend detention may result in either in-school or out-of-school suspension.

- **INTERVENTION**

Intervention is a reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school.

- **PARENT INVOLVEMENT**

Parents are contacted by telephone call, personal contact, or letter. A conference may be conducted among the student, her/his parent, appropriate school officials, and other individuals involved. Written records will be maintained. Parents are to be defined as the parent(s)/guardian as approved by the district.

- **IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION**

The student is informed that she/he is subject to a suspension and shall have the opportunity to present her/his view of the situation with the appropriate school official. The student is excluded from school and school related activities and sports for a period of one to ten days. Parents will be notified of the action and be informed of their procedural rights. A written record will be kept.

A student may return to school following a suspension if he/she follows the District program. Also, if the violation was at a school activity, the student will be suspended from all activities for three weeks. Failure to complete or make satisfactory progress in the District program will result in an expulsion hearing.

- **EXPULSION**

The student informed that she/he is subject to an expulsion, shall have the opportunity to discuss her/his side of the story and shall be immediately suspended from school pending a hearing with the superintendent. An expulsion includes the removal of a student from school, and all related school activities. The length of time that the student is expelled is determined by the superintendent and subject to appeal to the Board of Directors. The student and her/his parent(s) will be notified of the pending expulsion and information about her/his rights under due process will be explained. Written records will be maintained.

HARASSMENT

Hazing, harassment, sexual harassment, menacing, intimidation, bullying of any kind will not be tolerated at Warrenton High School. Harassment may be student-to-student, same sex or opposite sex, or adult-to-student and may include, but is not limited to, the following:

- Verbal, physical, written harassment or abuse
- Repeated remarks of a demeaning nature

- Implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories or activities directed at the student.

Harassment is a violation of district policy and regulations which may also be a violation of other laws. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including suspension and expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. Retaliation against a student (because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding) is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including suspension and expulsion.

The district will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of, or feels he/she is a victim of harassment should immediately report his/her concerns to the building principal or another person in authority (superintendent) if the principal is the subject of the complaint.

What should you do if someone is harassing you? Report it to the school principal. The following steps will be taken: With the principal or designee as your witness, you will be given the opportunity to tell the harasser what he/she has been doing that you would like to have stopped. The principal will warn the harasser that the request has been documented, dated, and discussed. If the harassment ends there, the action ends with just a warning. If the harassment continues, the next step is suspension. If suspension fails to bring an end to the harassment, the police will be called.

POLICE INVOLVEMENT

School officials have the option to notify police authorities and in cases of major violations may press charges. School officials will make every effort to contact parents when police authorities are questioning and/or investigating their students. Any action taken by police will be in addition to action by the school.

SEARCH & SEIZURE

School authorities are obliged to search lockers if needed to assure the safety and welfare of students and school property. A student's person, automobile or other property may be searched while on school grounds if there is a cause to believe she/he is in violation of district policy or school regulations. All searches will be made by the principal or a person designated by the principal with a witness present. **Drug dogs will be brought in periodically by the Warrenton Police Department.**

STUDENT BODY OFFICERS - CONDUCT

All student body officers, class officers, club officers, and Warrenton High representatives to Student Council are expected to follow all school policies and procedures. They are subject to the same rules as stated in the Athletic and Activities Handbook. Disciplinary action will be the removal from office(s) for the remainder of the academic year without recognition of participation, but the student may be allowed to continue as a member of the club or organization subject to its by-laws.

THREATS OF VIOLENCE OR INJURY

The District School Board is committed to promoting healthy relationships and a safe environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district. Should such threats occur, steps outlined in Board Policy JFCM will be followed.

UNACCEPTABLE CONDUCT AT GAMES & ACTIVITIES

Acting in a manner, which distracts from the activity or may result in unsafe situations for players or spectators will not be permitted. Defiance of a supervisor's authority at a school activity will not be tolerated. Consequences for unacceptable conduct or defiance of a supervisor's authority will be removal from the activity, loss of activities for a period of time and possible suspension or expulsion.

WEAPONS

Incidents of weapons taken from students will be reported to the student's parents/guardians and also be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Weapons shall include, but are not limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, drugs or other items fashioned with intent to use, sell, harm, threaten or harass students, staff, parents and/or patrons. Weapons cannot be brought on school property for demonstration purposes nor can hunting weapons be carried in vehicles while on school property. Replicas of actual weapons are also prohibited.

SAFETY

ASBESTOS

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

The management plans are available for inspection in each building. The district business manager serves as the district's asbestos program manager and may be reached for additional information.

BODY PIERCING

Students with pierced body parts must remove loops or posts or cover piercing for PE or activities that could cause tearing or injury.

EARTHQUAKE DRILL

An announcement over the PA will signify an earthquake drill. All students are to duck, cover and hold onto the legs of a desk or table to protect neck and head. If desks are not available for cover, all are to protect neck and head by covering them with arms and hands. An announcement will be made for evacuation of the building using the same procedures as a fire drill. A single bell will signify a return to the building.

FIRE DRILL

All students are to walk to the designated exit. These exits are posted in each classroom. Each class is to meet outside as a group, away from the building for a roll check. A single bell will be sounded for re-entering the building.

Tampering with fire alarm boxes and fire extinguishers is a major offense which may result in expulsion and subject to legal charges being filed.

LOCK OUT & LOCK DOWN

In the event that a dangerous situation presents itself outside the school building, school staff will lock all outside doors and take other necessary precautions to keep students safe inside the building until the threat is over.

In the event that a dangerous situation presents itself inside the school building, school staff will lock all classroom doors and keep students inside rooms and away from windows until the situation is resolved.

NON-STUDENT TRESPASSING

Trespassers in the school building or on the school grounds may be requested by any staff member to leave the area. If any individual persists in trespassing, the police department will be called and appropriate legal action will be taken.

TSUNAMI ALERT

In case of a tsunami alert, teachers will follow the district emergency plan.

AWARDS AND HONORS

CRITERIA FOR NATIONAL HONOR SOCIETY

New members to National Honor Society, Clatsop Chapter are selected in the fall of each school year by the five-member Faculty Council (The Chapter Advisor is a sixth non-voting member). The high school principal appoints the Faculty Council each September and may reappoint members if so wished. The Chapter advisor will provide a list of candidates who have met the following standard:

- Attended Warrenton High for at least one semester.
- Is a member of the sophomore, junior or senior class.
- Have an accumulated GPA of 3.4 or above.

The Faculty Council shall evaluate the candidates on the basis of service, leadership and character using National Honor Society's guidelines. The Faculty Council may make its judgment based on one or more of the following sources of information:

- Informal observation and knowledge of the candidate
- Candidate Interviews
- Review of official school records
- Candidate's completion of a Student Activity Information Form; and

- Additional input from all faculty members. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter.

Qualifications

- Scholarship: Must have a 3.4 GPA or above and maintain this scholastic standing.
- Service: Be willing to render services to school, community, and committee work.
- Leadership: Hold school offices, and demonstrate leadership in school activities and responsibilities.
- Character: Uphold principles of morality and ethics, be positive and respectful toward peers and staff, and have an overall honest and friendly personality.
- Members missing more than two meetings maybe removed from NHS.

WARRENTON HIGH SCHOOL SCHOLARSHIPS, INC.

Warrenton High School Scholarships, Inc. is an organization that raises funds to award to scholarships to graduating seniors at Warrenton High School. Interviews will be conducted in the spring and qualified candidates will be selected to receive financial assistance as they further their education. Winners are announced at a scholarship awards assembly towards the end of the school year.

WALL OF FAME

Students who are named to the All-State First Team or who are individual state champions in a school sponsored sport or activity will have their picture hung in the cafeteria on the Warrenton Wall of Fame. State championship team pictures will also be included.

ATHLETIC/ACTIVITIES HANDBOOK

(Adopted 3-11-08 – Revised 8-1-16)

Athletic/OSAA Activities Handbook and forms are available at: www.gowarrenton.com

FORWARD

This handbook was prepared for the purpose of attaining an optimum understanding among students, parents, faculty, administrators, and the board of directors. It is hoped that it will serve as a guide and regulating force for all participants.

PHILOSOPHY

We believe that competition properly organized and conducted, has a valuable place in our educational program.

The interscholastic programs are designed for, and should contribute to the following: physical growth and development, good physical condition, health habits, efficient teamwork, proper standards of conduct, desirable citizenship traits, and leadership. These programs should develop loyal attitudes towards the team, school and community, and favorable social behaviors of the participants, providing student opportunities to develop to the maximum of their abilities.

Our main objective is to play the game well with full attainment of our desired principles, goals, and objectives. Evidence of a strong program is its contributions to the students, school and community.

ADMINISTRATIVE ORGANIZATION: Governing Board, Superintendent, Principal, Athletic Director, Coach, and Assistant Coach.

I. INTERSCHOLASTIC ATHLETIC ACTIVITIES

Purpose: To conduct a program providing educational experiences for students this may include the following activities:

FALL: Varsity Football, JV Football, Girls Varsity Volleyball, Girls JV Volleyball, Cross Country

WINTER: Girls Varsity Basketball, Girls JV Basketball, Boys Varsity Basketball, Boys JV Basketball, Varsity Wrestling, JV Wrestling, Swimming

SPRING: Varsity Baseball, JV Baseball, Boys Track, Girls Track, Varsity Softball, JV Softball, Golf

II. PARTICIPATION REQUIREMENTS

- A. **Physical Examination** - All student athletes must have a physical examination every two years and that physical must be valid for the entire sports season in which the student wishes to participate before he/she can begin each sport. The physical must be performed by a licensed physician or nurse practitioner and completed on an official OSSA approved physical form and be on file in the office. This form is available at:

www.gowarrenton.com and at the school office. It is recommended that athletes schedule these physicals just prior to their freshman and junior years. Physicals are usually offered at the high school each spring at a reduced cost.

- B. Parent Permission Slip/Proof of Insurance** - All student athletes must have a signed parent/guardian permission form on file in the office. This form provides emergency information, proof of insurance and permission to participate in activities at Warrenton High School. This form is available at: www.gowarrenton.com and at the school office. A new form must be submitted each year.

C. Participation Fees

1.) Athletic Fee Schedule

- a. First Sport - \$100/\$75 (Free/Reduced Lunch)
 - b. Second Sport - \$100/\$75 (Free/Reduced Lunch)
 - c. Third Sport - **Free**
 - d. Family Limit - \$400
- 2.) No student will be denied the opportunity to participate in school programs because of financial hardship. If a hardship still exists after completing the free/reduced lunch paperwork, contact the principal, athletic director, or head coach at least two weeks prior to the start of the season.
- 3.) Fees must be paid before the student can begin practice unless prior arrangements have been made with the principal or athletic director. In sports where there is a tryout, fees do not have to be paid before the tryout, but must be paid once team rosters are announced and before the student can continue practicing.
- 4.) If a student leaves the team for any reason before the start of the first contest, fees will be refunded. If a student leaves the team after the start of the first contest, no fees will be refunded.
- 5.) If a student athlete is injured and cannot complete the season, half the fee will be refunded if the season is less than half complete. If half or more of the season is complete there will be no refund. The season begins on the first day of practice and ends at the conclusion of the last contest.

III. ACADEMIC ELIGIBILITY

A. To be eligible to compete for Warrenton High School in an extra-curricular sport, a student must be passing at least six classes if he/she is taking seven classes or at least five classes if he/she is taking six classes for which they will earn credit. Students competing in district and state competitions in band and choir must also meet these eligibility requirements. No credit is earned for taking a study hall. A senior taking less than six classes must be taking at least five classes for which they will receive a grade, and must be passing all of them.

- 1.) Student athletes who have not earned the required number of credits at the end of an 18-week semester will not be eligible for the following 18-week semester, unless an equivalent course is successfully completed through summer school or through a school-approved program.

- 2.) If a student is not passing at least six out of seven or five out of six credit earning classes at the nine-week mid term (end of first quarter and end of third quarter), that student will be ineligible to compete until written confirmation from the teacher is presented to the athletic director that the semester grade has been brought up to passing. Teachers will be given a reasonable amount of time to make this confirmation. Once the grade is brought up to passing, the Athletic director or principal may declare the student ineligible again if the passing grade is not maintained for three consecutive weeks. Only the athletic director or principal can declare an ineligible student eligible.
 - 3.) Any class dropped after the 8th week of a semester, in which the student is earning an "F", will be considered a failing grade for the remainder of the semester for eligibility purposes.
- B. To be eligible to compete for Warrenton High School, a student must also be making satisfactory progress towards the school's graduation requirements by earning a minimum of the number of credits indicated on the chart below for the specified year.
- | | |
|-------------------|------|
| Prior to Grade 10 | 4.5 |
| Prior to Grade 11 | 10.5 |
| Prior to Grade 12 | 17.5 |

IV. INDIVIDUAL PROGRAM REGULATIONS

- A. Regulations and rules for each program will be established and governed by the head coach upon approval of the principal. Coaches may establish guidelines involving, but not limited to: curfew; conduct and appearance of students for home and away contests; length of practice; any act that brings discredit to the community, team, coaching staff, or individual.
- 1.) The head coach or club advisor will determine penalties for any infraction not covered in the "Athletic Handbook".

V. ALL SPORTS REGULATIONS

- A. Students will be held to the following policies from the start of the OSAA Calendar Year until the end of the Calendar School Year. All students are tracked for the full year regardless of when they play a sport. For example, if a baseball only player has an infraction in August, they would serve their suspension during baseball season. This also carries over to the next school year.
- B. Infractions will be tracked for students from freshman to senior year. If a student does not have any infractions for 24 consecutive months they can move back one step.
- C. The steps are as follows:

STEP ONE - The first infraction by a student will cause them to miss 20% of their

current sports season. If the season has less than 20% remaining, the suspension will carry over into their next sport. For example, if a player misses 1 football game (10% of a football season), they would also have to miss 3 basketball games (10% of a season). In addition to missing 20% they must complete the following:

- a. In order for a student to return to play on their first infraction they must take a drug and alcohol assessment with a health care provider. The student is responsible for paying for this unless there is financial need. In case of financial need assistance will occur. If the violation is not related to dangerous drugs, alcohol or tobacco this step will be skipped.
- b. In addition to taking the assessment, the athlete must write an apology letter to their team and coach. The Athletic Director must approve the letter.
- c. Students on this step may continue to practice with the team. They will not be allowed to dress for contests.

STEP TWO - The second infraction by a student will cause them to miss 50% of an athletic season. If there is less than 50% of the season remaining the suspension will carry over into their next sport. For example, if a player misses 6 basketball games (30%), they would also have to miss 5 softball games (20%). In addition to missing 50% they must complete the following:

- a. In order for a student to return to play on their second infraction they must take an online course that educates them on Drug/ Alcohol/ Tobacco. The school will provide them with classes they can take. The student is responsible for paying for this unless there is financial need. In case of financial need assistance will occur. If the violation is not related to dangerous drugs, alcohol or tobacco this step will be skipped.
- b. In addition to the course, the student will be required to make a presentation to the school board, grade school or another element of the school about drugs/ alcohol and the risks and dangers. The presentation must be approved by the Athletic Director.
- c. Students on this step may continue to practice with the team. They will not be allowed to dress for contests. If the suspension will last the rest of the season, the coach can remove them from the team at their discretion.

STEP THREE - The third infraction by a student will cause a student to miss 365 days of athletics. For example, if the student receives their 3rd infraction for an event that happened on May 13th, they will not be able to participate in any athletics until May 13th of the next year.

- a. Students on this step may be allowed to practice on a case by case basis determined by their coaches and the athletic director. Students who are on step 3 will not receive any team gear outside of practice materials and will not travel to away games unless approved by the athletic director.

STEP FOUR - The fourth infraction by a student will result in no more athletics for the remainder of their time at Warrenton.

- a. The exception being that if they do not have an infraction for two full calendar years after getting step four they can resume athletics at step three. The next infraction would once again result in them being done with athletics.

* Any student-athlete who has an infraction occur at any step will not be allowed to get all-league or a letter for the season that the infraction occurred.

D. The following behaviors will result in a infraction:

- 1.) Use or possession of any alcoholic beverages.
- 2.) Use or possession of any other illegal drugs or drug paraphernalia.
- 3.) If a student-athlete attends a function where alcohol or non-prescriptive drugs are being consumed.
 - a. She/he knew prior to the function that alcohol and/or non-prescriptive drugs were being consumed.
 - b. Prior to attending a function, she/he was not aware of alcohol or non-prescribed drugs being consumed and becoming aware doesn't leave the function immediately.
- 4.) Use or possession of tobacco, vaping or related paraphernalia.
- 5.) Theft while under the supervision of a school district employee.
- 6.) Acts of vandalism while under the supervision of a school employee of any building, equipment or goods belonging to School District #30, or any other school district, or organization.
- 7.) Any other conduct, in or out-of-season, considered seriously detrimental to the Warrenton High School athletic programs as determined by the coach, athletic director, or principal.
- 8.) Behaving in an unlawful manner or engaging in inappropriate internet/electronic communications.
- 9.) Bullying or Hazing in any form that is carried out in person or online (Please see the Student Handbook for a detailed description of this behavior)
- 10.) Behavior on Social Media that falls under the list of the above behaviors.

E. Self-Reporting:

Prior to being investigated or apprehended for a violation involving the use of alcohol, dangerous drugs or a controlled substance, the student may voluntarily request assistance from school officials. In the event of this self-reporting, there may be no disciplinary consequence imposed upon the student provided that:

- 1.) The report is independent and in advance of the investigation.
- 2.) The student completes a drug assessment and complies with their recommendations.
- 3.) Subsequent incidents of alcohol, dangerous drugs, or controlled substance use will result in a Second Violation.

F. Appeals Process:

- 1.) The Athletic/Activity Hearing Committee - This committee shall be composed of three members: a teacher and two coaches. The committee will be selected by the athletic director for service as needed to hear an appeal regarding any issue related to activities or athletics.
- 2.) The Athletic/Activity Hearing Committee, upon written request of the student and the student's parent or guardian, will review disciplinary action for infractions included in this handbook. The student may have a representative in attendance. The committee, within five days after receiving the written request, will review the incident, the due process, and if the discipline was administered in accordance with the regulations and return a written decision to all parties within three days of the hearing. Its decision may be appealed in writing to the Governing Board within three days after receiving the committee's decision.
- 3.) The board will follow school board policy on appeals.

G. Other information:

- 1.) Coaches may have their own contracts for students to follow in season. Failure to follow these contracts can result in loss of playing time or games.
- 2.) If a student has an OSAA violation or if they get ejected from a game they will be responsible for paying the fine. The student will pay the OSAA fine at the same rate as prescribed by the OSAA: First offense - \$50, second offense - \$100, and third offense - \$150. Two ejections during the same sports season may be cause for suspension from the sport.
- 3.) If a student is cooperatively playing with another school, or cooperatively playing with our school they will be adherent to the host schools policies for behavior.

H. Participation:

- 1.) No student may participate in more than one Warrenton High School interscholastic athletic activity during any sport season, unless permission is granted by both coaches and the Athletic Director. The athlete would have to follow the policies of both sports.
- 2.) A student may not change from one sport to another without consent of the coaches involved after the first week of the start of each season.
- 3.) Due to elimination of teams, there may need to be cutting of athletes from the program.
- 4.) A student who is absent from school for any part of a school day without a prearranged excuse, or a note from an authorized person at the site of an appointment, may not participate in a practice or activity that day. Emergencies must be cleared through the principal or athletic director.
 - a. If a student misses any part of school the day after a contest they will be held out of the next contest.
- 5.) Students who miss class due to an extracurricular activity are expected to have their homework and other assignments complete when they return to class the next day.

- 6.) All athletes must ride to and from away games on transportation provided by the district with the only exceptions being:
 - a. Player may ride home with her/his parent/guardian upon the coach's receiving a personal contact from the parent/guardian following the contest.
 - b. A player may meet the team at the place of destination if it has been pre-arranged with the consent of coach and principal. This requires a written request from a parent/guardian. This must be turned in 48 hours in advance of the contest.
 - c. All other arrangements for alternative transportation must be pre-arranged with the coach and principal. These requests must be turned in 48 hours in advance.

Appendix A: Percentage Breakdown

This is a guide that we will use to administer game suspensions regardless of rounding for percentage of games.

Sport	Full Season	20% of Contests	50% of Contests
Cross Country	10	2	5
Football	9	2	5
Volleyball	18	4	9
Basketball	24	5	12
Wrestling	14	3	7
Baseball	26	5	13
Softball	26	5	13
Track	12	2	6
Golf	10	2	5

- A. A sports season shall begin for every athlete participating in a sport with the first pre-season meeting conducted by the coach prior to the first practice session, whether that athlete is present at the meeting or not. The following infractions will result in suspension for the remainder of the sports season without recognition of participation:

VIII. EQUIPMENT

- A. The coaching staff and student managers will issue uniforms, equipment and supplies. Proper care and punctual return of these items will be the responsibility of the athlete.
- 1.) Athletes will be required to pay the replacement cost of any uniforms or gear checked out to them that is not returned.
 - 2.) All uniforms and gear must be returned prior to starting practice for another sport. If any school property is lost, the replacement cost must be paid prior to beginning another sport.
 - 3.) Each coach will set a date by which all equipment and gear must be returned. A detention may be given for each day past the coach's deadline that these items are not returned. Payment for lost items must also be made within a reasonable period of time or detentions may be issued.

IX. AWARDS

A. GENERAL QUALIFICATIONS

- 1.) A student may receive only one "W" letter per high school career. If she/he earns more than one letter, he/she will be awarded the sport's emblem for each season a letter is earned.
- 2.) All participants will receive a certificate for each sport they successfully complete.
- 3.) An official letter will be awarded to the managers, student trainers, or statisticians on recommendation of the head coach.
- 4.) Any student who has turned out for a sport and is injured before she/he has earned a letter may be awarded a letter upon recommendation of the head coach.
- 5.) A senior who has participated in a program for the duration of her/his years at Warrenton High School and adheres to all qualifications without earning the standard award may be awarded a letter upon recommendation of the head coach.

B. SPECIAL QUALIFICATIONS

- 1.) An athlete must demonstrate sportsmanship, hustle, cooperation and adherence to training rules.
- 2.) An athlete must be a significant contributor to the varsity program.

- 3.) If additional qualifications are required, the head coach with the approval of the principal will inform her/his athletes or team members, in writing, prior to the start of the season.