

Reynolds High School

Student Handbook

2024-2025



Building Relationships for Academic Success

1698 SW Cherry Park Rd, Troutdale, OR, 97060

Principal: Mike Anderson

Important Telephone Numbers:

Main Office: 503-667-3186

Attendance Office: x1076

Counseling Office: x1310

Registrar: x1058

Bookkeeper: x1012

Transportation: 503-492-4921

For updated events and information:



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Student Rights and Responsibilities 2024-2025

The Board of Education of the Reynolds School District has the responsibility to provide an appropriate educational program and atmosphere for each student enrolled at Reynolds High School. Parents, guardians, administrators, teachers, students, and others responsible for the welfare of the student must cooperate to provide this opportunity.

The School Board, through the Superintendent, has the responsibility to provide a quality educational program and maintain well-qualified staff. District administrators have the responsibility to ensure that positive behavior, intervention, and supports for students are implemented in classrooms that are consistent with District policies and regulations.

To meet this responsibility, rules and procedures, which balance the student's need for dignity and independence with the school's rights and responsibilities, have been established. These rules and procedures are designed to be fair, and carried out in a manner that safeguard, each student's right to the best education possible. The objective of rules is to hold distracting forces to a minimum, to maintain a safe and secure setting and to eliminate behavior that disrupts the educational process.

Disciplinary action becomes necessary when students act contrary to the rights and responsibilities of themselves, other students, staff members or the school.

The material contained in these policies is open for review by all parties and is in accordance with Oregon Revised Statute. (ORS) 339.250

The Board of Directors of the Reynolds School District believes that each student should receive the best education its resources can provide. The District's purpose is to provide opportunities for each student to realize success necessary for living a productive and rewarding life in our society. Being an instrument of the community, the school district will share responsibility with the home in providing an educational program that will help each individual resolve issues and accept responsibilities. All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered "school sponsored."

A school-sponsored activity is one or more of the following:

1. Activities on school grounds and in school facilities.
2. Financing, transportation, or supervision provided by the school district.
3. Any activity that is the direct result of an in-school program.
4. An extended amount of class time taken to plan the activity.

This document is the result of the efforts to conserve Student Rights and the contents of the code must conform to Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR) 581-21-050 to 581-21-075 and District School Board Policies (SBP). **Questions that concern an issue in a particular school should be first addressed to that school and then, if necessary, directed to the appropriate official at the District Administration Office.**

In keeping with the Reynolds School District mission to provide the best education possible for every student the purpose of the Student Rights and Responsibilities handbook is:

- To establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.

- To notify parents and students of these educational rights and responsibilities.

The Board is responsible for affording students their rights by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

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;
2. The right to attend public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure their rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records.

General Information

Non-Discrimination Policy

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital status or age, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital status or age, of any other persons with whom the individual associates.

1- "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Reynolds High School complies with district policy. Additionally, we have a zero-tolerance policy for students using any type of hate speech based on the protected statuses above.

The Reynolds School District shall provide programs and activities based on equality for all students. No person shall on the basis of disability, sexual orientation*, parental or marital status, national origin, race, religion, or gender identity, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Reynolds School Board.

* "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

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, as amended; and Title II of the Americans with Disabilities Act. Distinctions on the basis of age are permitted where district policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

Students have the right:

- To equitable access to all educational opportunities provided by Reynolds School District.
- To a welcoming, psychologically and emotionally safe, caring, harassment free, and inclusive school environment.

Students have the responsibility:

- To meet the community expectations that maintain the psychological, physical, and emotional safety of all within the school community. To refrain from activities that are discriminating, disrespectful, hateful, or destructive to others and would infringe upon their right to a safe school free of discrimination.

School Board Policy: [GCCB/GDCB/IKAA](#)

Building Hours & Supervision

RHS will be open on Monday (Late Starts) from 9:00 am – 4:30 pm.

Tuesday through Thursday from 8:00 a.m. - 4:30 p.m., and Friday from 8:00 a.m. to 4:00 p.m.

Visitors

ALL visitors are required to sign in at the main office upon arrival. Visitors need to wear a visitor's badge, and then sign out at the Main Office when they leave. Building entrances are to remain locked during the school day. **School age visitors are not allowed on campus during the instructional day.**

Attendance Policies and Procedures

Oregon Law requires parents/guardians to see that children between the ages of 6 and 18 years who have not completed grade 12, attend school regularly in accordance with ORS.339.010 and ORS.339.020

School Responsibilities

The school will present accurate attendance information to parents/guardians and hold students accountable for their decisions. The attendance team will track student's attendance and provide interventions and consequences accordingly. Chronic unexcused absences will result in additional action up to and including In-School Suspension and **a mandatory parent and student meeting with an administrator.**

Students with excessive absences may be required to provide a note from a physician or clinic verifying illness for an absence to be excused.

1. Students who are absent from Reynolds High School must comply with the following:
2. **Absence due to illness or emergency:** A student should have their parent/guardian contact RHS by phone, **503-667-3186 before 9:00am on the day of the absence.** Note: If a phone call is not possible, the student must present a note signed by the parent/guardian to the Attendance Office, the day the student returns to class. Once the parent/guardian has contacted the school, the student's name will be removed from the unexcused absence list if it meets the "excused absence" criteria. (If a student is absent more than one day, their parent or guardian should phone the school each day they are absent).
3. Attendance Line: 503-667-3186 Ext. 1076 (English, Spanish, Vietnamese)
4. **Other home and family related absences:** Absences longer than two days require the Pre-Arranged Absence form to be completed by the parent/guardian prior to the absence, or a note to the Attendance Office if the absence is for one day. Each absence is an individual case and will be treated per the circumstances surrounding the request.
5. Students have **48 hours** after an absence to bring a note from a parent/guardian. **Students who do not have a note** or a phone call into the Attendance Office within the two-day limitation **will be "unexcused."** If you are unable to meet the two-day deadline, due to extenuating circumstances, you may appeal to the appropriate Administrator.

Excused/Unexcused Absences

Excused absences are defined by state law and school board policy. Example of excused absences are the following:

- Illness/Doctor Approved school activity
- Death in the family
- Religious holiday
- Family emergency
- Family Trips (Must be prearranged)

Unexcused absences are a violation of the compulsory attendance law (ORS.339.010). The following are (and not limited to) examples of unexcused absences.

- Babysitting
- Home duties
- Sleeping in
- Car problems
- Missing the bus
- Alarm clock malfunctions
- Arriving 15 minutes after the bell
- Excused absences that have not been excused within 48 hrs.

Pre-Arranged Absences:

Pre-arranged absence forms can be picked up at the Attendance Office. Once filled out, forms must be submitted to the Attendance Office two days before the absence begins. Please note that in a block schedule, missing one day of school is equivalent to missing two full days of classes in a non-block schedule. **Please be aware if a student's absence extends more than 10 consecutive school days, the school will be required to withdraw the student according to OAR 58123006.**

At 10 consecutive absences in all scheduled classes, even planned/prearranged/excused absences, Oregon Law requires the school to drop students from enrollment (ORS 339.010 – ORS 339- 090).

The student and parent/guardian must meet with the assigned administrator for a reinstatement meeting. Proof of residence address will be requested for reenrollment.

Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues, or poor performance and effort are keeping the student from benefiting from their education program.
(ORS: 339.065; 339.010-339.030; 339.250; 339.925).

Late Check In/Early Check Out

Students arriving late to school or needing to check out early must have parent/guardian permission. Parents/guardians can call, send a written note, or accompany their student. Provide the information below when arriving late or checking out early:

Late Check In—Attendance Office

- Student's first / last name
- Student ID number
- Reason for late arrival
- Name of parent/guardian
- Parent/guardian phone number

Early Check Out—Attendance Office

- Student's first / last name
- Student ID number
- Reason for leaving early
- Time student needs to check out
- Name of parent/guardian
- Parent/guardian phone number

Tardy Policy

The Reynolds High School Tardy Policy has been developed to emphasize the importance of being

punctual and prepared. Students are expected to be effective communicators, critical thinkers, and collaborative workers so they may become academically and vocationally proficient. For students to be successful they need to attend all classes on time. **A student is considered tardy if they are not in their assigned classroom location when the bell rings.** Students who accumulate excessive tardies will be held accountable, and interventions will be used which could include exclusions from extra-curricular activities.

Tardy checks will take place each period throughout the year to ensure students arrive on time to class. Students will abide by the 10/10 policy. All students are to be in class every day for the first and last 10 minutes of the period. The Tardy Policy includes the following:

- The designated administrator will meet with students who have excessive tardies and address this issue including implementing an **Attendance Tracking Sheet**.
- Students who do not improve will receive detentions for non-compliance and parent contact will be made by the administration.
- Non-compliant students with excessive tardies will be given behavior referrals and could be subject to loss of privileges to dances/sporting events, and/or suspension.

Collaborative Effort:

For the tardy policy to become an effective tool in helping the community of Reynolds High School fulfill its mission, all stakeholders (administrators, counselors, staff, teachers, community partners, students and parents/guardians) must work together to ensure that students are present and on time to each class every day. The effectiveness of the tardy policy is based upon the following assumptions:

- Teacher participation
- Implementation of an effective tardy policy that will be consistently monitored and applied by the administration
- Consistent tracking by all staff
- Parents/guardians are ensuring that their student(s) are at school each day, on time
- Students are using their passing time wisely and are taking personal responsibility to make sure they are in their assigned classroom before the bell rings.

Roles and Responsibilities:

There must also be a strong effort by each person in our community to help students arrive to class on time and be prepared to learn. The effectiveness of the tardy policy will depend upon each person fulfilling their role and responsibilities as follows:

-
- SMT: Will monitor the hallways during passing periods and engage with students.
- Counselors and Attendance Liaisons: Maintain visibility before school, during passing times and after school and engage with students.
- Students: Will arrive to every class on time. They will attend detentions and all other assigned interventions.
- Parents/Guardians : Will support their child in arriving to school on time. Parents/Guardians will communicate with teachers, advisers and administrators and support the tardy policy.
- Teachers: Students should expect teachers will promptly take attendance at the beginning of each class and should expect the following:
 - Teachers will provide “on task” activities and record attendance promptly at the beginning of each period.
 - Teacher marks student tardy for being late to class.
 - Teachers will not allow students to leave class during the first 10 minutes of class or the last

- 10 minutes of class.
- If a student is 15 or more minutes late, students will need to check in with the teacher at an appropriate time (not during instruction) to present their late pass and receive work they missed.
- Students will be permitted to leave the classroom only with a valid signed hall pass.
- Teachers will play their role in “Tardy Checks” by not allowing late students to enter the classroom after the bell unless a student has a valid signed “Admit Slip.”

Deterrents:

To encourage students to be on time to class every day the school will enact the following deterrents to discourage tardiness to classes:

Hall Patrols:

- Hall patrols will be conducted consistently throughout each day by the SMT.
- Students in the halls after the ringing of the tardy bell will be stopped by the SMT and asked to produce a valid hall pass.
- Any student found in the halls after the ringing of the tardy bell will be reminded by SMT and Attendance Liaisons to get to class as quickly as possible and may be sent to get a pass.

Tardy Checks:

Tardy checks will occur randomly during each period to clear students from unsupervised areas.

Wandering students pose a safety risk to themselves and our school.

- Start-of-class bell rings, and teachers shut their doors.
- Student Management staff will check the campus and move students who are not in class to ISS or other designated area (MPR).
- Students with excused slips (i.e. late buses, late drop-off) will be admitted to class.
- Students will abide by the 10/10 policy. All students are to be in class every day for the first and last 10 minutes of each period.

Closed Campus

The Reynolds High School **campus is closed** from **8:45 a.m. until 3:45 p.m.** for all students; this includes lunch periods and non-class time. We encourage all students to remain on campus for the entire school day. Juniors and seniors with parent/guardian permission who are in good academic, attendance, and behavioral standing may apply for off-campus passes. Students are expected to leave their cars immediately upon arriving at school and are not allowed in the parking lot during the school day without written permission. Students leaving campus for unauthorized reasons will be subject to disciplinary action. Students found in off-limits or unauthorized areas during classes will be subject to disciplinary action.

Students leaving campus to take care of doctor’s appointments or other parent/guardian-approved activities must check in and out at the Attendance Office. Parents or guardians must call or send a signed note prior to the excused absence. Absences must be for an approved reason. This can include off-campus programs/events.

Parking Passes

Driving to school and parking on campus is a privilege. Students must have and maintain good academics, attendance, and behavior. A student must also complete the following:

1. Complete the Parking Permit application with parent/guardian signature.
2. Pay the \$25.00 parking permit fee prior to attending the “Informal Meeting”
3. Attend the mandatory, one-time 10-minute “Informal Meeting.” Meetings are offered on Tuesday and Wednesday mornings, from 8:00 a.m.-8:30. in the library with the designated SMT.
4. Bring the receipt of permit purchase, valid driver’s license, and current insurance to the class.
5. Only one permit per person.
6. Display parking permit in the lower left portion of the driver’s side windshield.

7. Park in designated parking only in the East lot.
8. The PARKING LOT IS OFF- LIMITS during the school day except for arrival and dismissal.
9. The speed limit is 10 mph.
10. Students must maintain and/or be in good academic and behavioral standing.

Reynolds High School is not responsible for automobiles or their contents.

The following consequences apply when violations of the on-campus parking rules occur:

Students with parking privileges:

- a. 1st violation – parking privileges suspended for one week and parent/guardian notification
- b. 2nd violation – parking privileges suspended for one month
- c. Each successive violation – parking privileges suspended for remainder of semester and parent/guardian notification
- d. A student vehicle may be booted, and a \$25.00 fee will be assessed to remove the boot if rules are violated.

Students without parking privileges that park on campus:

- a. 1st violation – warning
- b. 2nd violation – sticker warning & parent/guardian notification
- c. Each successive violation may result in a citation from RHS
- d. A student vehicle may be booted and a fee assessed to remove the boot after repeated offenses or parking in the prohibited areas.
 - a. Prohibited areas include but are not limited to: Visitors parking, fire lanes, and any designated construction area or marked off areas.
- e. In addition, parking in prohibited areas and chronic or major violations could result in vehicles being towed at the owner's expense.

Student Identification/Open Class Period

Students must always have their ID card or proof of schedule with them for the safety and security of the school. Students must be able to show this proof when asked. To go off campus students must have an approved off campus pass. Juniors and seniors who wish to schedule an open class period (a period with no class scheduled) must be in good academic standing, on track to graduate, provide their own transportation, and sign a release form provided by their counselor. These students will be issued passes for such activities as work experience, individual studies, or early release/late arrival. Students who remain in the building during open class periods must provide proof that they have an open class period. (Library)

Trespassers

To protect the safety and security of the school, people present in the school building or on school grounds without proper permission and/or identification may be requested by any staff member to leave the area. If an individual continues to remain on campus or returns to the campus after being asked to leave, the police will be contacted, and appropriate legal action will be taken. Any student present during school hours on adjacent grounds (i.e. Columbia Park, etc.) can be subject to disciplinary action by the police and school. Students affiliated with trespassers will be subject to disciplinary action by the school.

Library

Using the RHS library

Before School: The library is open to all students before school. No pass is required. You may use this time

to check books in/out, get technology help, use a computer or printer for schoolwork, read, or study.

During Class Time: When class is in session, you must show your planner with a signed pass or proof of free/open period. You will be asked to sign in with your name and ID# when you use the library during class time. This helps us keep track of who is in the building at any given time. The library is a focused workspace, so you must have *something quiet to read, study, or work on*, even if it is your free period or lunch period.

After School: The library is open some days for Homework Club and tutoring. If you need to work in the library after school there may be requirements, such as filling out a SUN form and reserving your space on the days you plan to stay. Listen for announcements about accessing the library after school or stop by the counter and ask about the procedure.

Closures: Some days the library may be closed for special events, classes, or activities. Look for posted signs and listen for announcements to find out about these schedule changes.

General Library Expectations and Etiquette

1. Students are expected to be actively working on class work, homework, research, browsing, and/or reading. Be aware of your volume and keep it at a respectful level; the library is a workspace for everyone.
2. **No food** is allowed in the library. Drinks with lids, if you're careful not to spill, are okay.
3. Clean up your space and push in your chair before you leave. There are trashcans and recycling bins positioned all around the library. Be respectful of shared spaces throughout the school.
4. Don't hesitate to ask for help if you need assistance with schoolwork, technology, finding a book, etc. The librarian and library aides are happy to help.

Accessing the Library Catalog, eBooks, and Audiobooks

- Students can access the RHS Library catalog online by going to: reynolds.follettdestiny.com. Students may use their regular student log-in to access their own personal library account.
- E-books and audiobooks are available for check-out by accessing the free SORA app from Overdrive. Students may access the app directly through their Clever dashboard or download directly to their device.

Circulation Policy for Library Books

- Library materials are checked out for two weeks at a time and can be renewed as needed.
- RHS does not charge overdue fines, though students may be charged the replacement cost for lost or irreparably damaged items.

Circulation Policy for Textbooks

- Most textbooks are checked out for the entire school year.
- When textbooks are changed throughout the year (such as novels for LA classes), it is expected that students return the book they are finished with before receiving the next book. This ensures there will be enough copies of books for other classes using them later in the year.
- All textbooks must be returned at the end of the school year. Students will be charged the replacement cost for lost or irreparably damaged items.

Students are expected to properly protect and care for materials that are checked out to them. Normal wear is expected, but materials returned with damage beyond that may incur a fee calculated by RHS staff.

For materials that are severely damaged, rendering them unusable by other students (i.e. moldy, badly torn, missing pages, chewed, pervasively stained or defaced), students will be liable for the full replacement cost of the item.

Materials that have been damaged beyond normal wear and tear, but that are repairable and/or still useable by other patrons, will no longer have resale value for the Reynolds School District. In these cases, (i.e.

ripped pages/covers that can be taped, mild water damage that does not result in mold, etc.) students will be charged 50% of the replacement cost, as this is the average rate of return for resale of texts and materials.

Students reporting materials as lost will be responsible for the full replacement cost of the item(s). When appropriate, the District will attempt to replace items by purchasing used materials in similar condition to the materials lost. Items that are reported stolen will be dealt with on a case-by-case basis with building administration and Student Management Team (SMT) staff.

Computers and Technology Support

Each RHS student will be issued a laptop for use at school and home. This device will be used for schoolwork and school communications. Students who are experiencing issues with their devices should visit the technology help desk in the library. You will be issued a loaner device while your original device is repaired. It is also an option for students to be a “day user” and keep your laptop stored at school. See the librarian to be issued a day user space.

Student Device Expectations

- Charge your computer every night to be prepared for class.
- Be mindful and gentle when your device is in your backpack.
- Know where your computer is always; don't leave it in a car.
- Always use school appropriate language when using your device.
- Report lost or stolen devices to the main office immediately.
- Keep food and drinks away from your computer.
- Do not decorate your computer with things like stickers or markers.
- Avoid holding your laptop by the screen

Log in and password

Laptop: Username: School Email Address (Student ID@students.rsd7.net); example: 123456@students.rsd7.net

Password: Student ID + MMDDYYYY (Student ID + 8-digit birthdate); example: 12345601012020

Schoology In a web browser, go to reynolds.schoology.com (no www.)

Username: Student ID

Password: Student ID + MMDDYYYY (Student ID + 8-digit birthdate); example: 12345601012020

Office 365 This includes Email, OneDrive, OneNote, Excel, Word, PowerPoint and other online tools. In a web browser, go to portal.office365.com (no www.)

Username: School Email Address (studentID@students.rsd7.net); example: 123456@students.rsd7.net

Password: MMDDYYYY (8-digit birthdate); example: 01012020

Password Reset Tool: You can go to _____ and enroll and change your password. Don't forget to save it.

StudentVue

Students may access their grades through StudentVue at: <https://student-reynolds.cascadetech.org>

Student Username: Student ID #

Student Password: Student ID # + Birthdate (mmddyyyy) combined

TO ACCESS STUDENTVUE, SCAN THE QR CODE BELOW:

**Missed Work**

It is the student's responsibility to obtain missed work with both excused and unexcused absences. Students should ask or email each teacher for the work they have missed. In cases of extended illness (more than three days), the parent/guardian may call the main office (503-667-3186) to request homework.

Freedom of Expression

1. Any survey or questionnaire designed to collect information from students, staff or the community, must be approved by the principal or designee.
2. All survey or questionnaire forms must include:
 - A. The name of the person, group or organization responsible for the survey.
 - B. How the information will be used.
 - C. The group, class or classes to be surveyed.
 - D. The number of copies to be distributed.
3. Posters or notices of any type, which are to be displayed on school bulletin boards or walls must first be approved through the Activities Administrator. Any items posted without this approval will be immediately removed and discarded.
4. Any distribution or sale of printed material, in school or on the grounds (other than official school publications), must first be cleared by the building principal.
5. Writing, displaying gang-type symbols or expressions on school property is prohibited. Distribution of materials on school property which are patently racially, religiously, or sexually offensive including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin or gender is prohibited. Students in violation may have items subject to confiscation and/or may be suspended from school.
6. Students who successfully complete the requirements for a high school diploma may participate in the commencement ceremony but are not required to do so.

Academics**Diploma Options**

Standard Diploma – The student must meet all Oregon Diploma Guidelines, including 24 required credits, personalized learning requirements and Essential Skills without modifications. Essential skills requirements may or may not be applicable for the 2023-2024 school year.

Honors Diploma – The student must meet all Oregon Diploma Guidelines, including 27 required credits, and meet all Essential Skills. Also, a student must maintain a cumulative weighted GPA of 3.5 by the end of 7 semesters, complete all graded courses on a letter grade scale and earn 4 credits in weighted courses.

Modified/Extended Diploma – As determined by team decision for those students whose academic history indicates the need for modified curriculum, instruction, and assessment.

Required Credits

	Language Arts	Math (Algebra 1 & Higher)	Sciences	Social Studies	Health	Physical Education	World Lang/CTE/Arts	Electives	Total Credits
Standard Diploma	4	3	3	3	1	1	3	6	24
Honors Diploma	4	3	3	3	1	1	3	9	27

With the passage of Senate Bill 3, beginning with the class of 2027, the Oregon diploma requirements will include 0.5 credit in Personal Financial Literacy and 0.5 credit in Higher Education and Career Path Skills.

Assessments

Students will complete one speaking opportunity and take the state science assessment in high school. Students who have not taken and passed the science assessment in grades 9 or 10 must retake the test in grade 11.

In addition to completing the required credits, students must also pass reading, writing, and math essential skills using **one** of the following assessment options.

Assessments	Reading	Writing	Math
Work Samples Given in a variety of courses throughout all four years	Students must pass two reading work samples, one of which must be Informational. Students must receive a total score of 12 with no trait score less than 3.	2 Total: One must be informative/explanatory or argumentative Scores: Minimum of 4 in all traits	Students must pass two math work samples of different strands. Students must receive a minimum score of 4 in each category.
Oregon State Assessment (OSA) Given in grade 11 and as needed in grade 12	Score: 2515	Score: 2583	Score: 2543
ACT Scores for 9/2015 & later test dates	Score: 18	Score: 2-12* Dependent on English & Writing Score	Score: 19
AP Exams	Score: 3 English Lit & Comp, US Gov't & Politics, US History, World History, Human Geography	N/A	Score: 3 Statistics, Calculus (AB/BC)
PSAT (Scores for 10/2015 & later test dates)	Score: 24	N/A	Score: 24.5
SAT (Scores for 3/2016 & later test dates)	Score: 24	Score: 27	Score: 24.5

Grading

Each semester a student can receive 4 credits, which are recorded on their transcript. Student achievement during the 18-week semester plus their score on the semester exam determines final grade.

The following scale is used to report academic achievement:

A – The student fully understands the content and the course objectives have been mastered.

B – The student understands the content and course objectives at an above average level.

C – The student understands the course content and course objectives at an average level.

D – The student understands the course content at a below average level and a minimum of course objectives are met.

F – The student has not met enough course objectives to pass a minimum level and receives no credit.

I – Due to extraordinary circumstances the student's work is incomplete. The students must complete the work to a passing level before the end of the following semester in order to earn credit. Failure to complete the required work to a passing level will result in an F.

P/NP – The Pass/No Pass option may be used for the rare exception in a regularly graded course when life circumstances warrant a non-graded alternative or for non-content-based courses.

WF – When a student is removed from a class after the third week of the semester, they receive a withdrawal failure or an F on their transcript.

Grade Change Policy

Students who wish to appeal their grade must follow the steps of the appeal process. In order to follow due process, the student must begin with their appeal at the level where the decision was made. The levels in order are teacher, assistant principal, and principal.

Schedule Change Policy

1. Students may not request a specific teacher, lunch period, or rearrange their class schedule.
2. No changes will be made to forecasted classes unless the student meets one of the following criteria:
 - Scheduled for a wrong level
 - Has duplicate periods
 - Is missing a period
 - Has the same course twice

Dropping a Class

If students need to drop a course past the schedule change window at the beginning of each semester, they will need to fill out the "petition to drop a course" form from the Counseling Office. If a student is removed from a class after the third week of the semester, they will receive a WF (withdrawal failure) or an F on their transcript.

Exemption from State Required Program

Students may be excused from a state required program or learning activity to accommodate students' disabilities or religious beliefs. Students who desire an exemption need to contact their counselor.

COURSE CATALOG

The Course Catalog contains a description of each course offered at RHS. The Course Catalog is updated in the Spring of each year in preparation for forecasting the next school year.

Academic Progress Reports to Parents/Guardians

Conferences will be available to parents/guardians in the fall and the spring to discuss their students' success. Parents/guardians can access ParentVue anytime to check posted grades. Contact an administrative assistant in the Main Office to get instructions about how to access a ParentVue account.

To Access PARENTVUE, Scan the QR Code Below:

Credit Recovery

Credit recovery is available to content classes and is available class periods. Students who complete awarded a P or F.



students who fail one of their core before/after school and during some their credit recovery course will be

Honor Roll

A student must earn a 3.5 GPA or 9th, 10th and 11th grade students semester, to be on Honor Roll.

12th grade students must be enrolled in at least 6 classes to be on Honor Roll.

higher at the end of a grading period. must be enrolled in 7 classes per

Student Withdrawal

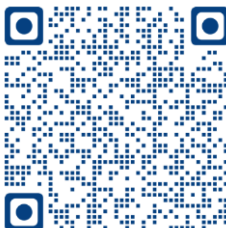
When a student withdraws from school, they will be responsible to complete a checkout/destination form that they obtain from the Counseling Office. All textbooks and library books must be returned. All fines and fees must be paid.

Counseling and Student Services

Your counselor is there to support you and help you be successful. Students are assigned to a counselor alphabetically by their last name. To make an appointment, you can go to your counselors Schoology page and use the Calendly link.

School counselors work with students, school staff, families, and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, advocacy, and social/emotional development (American School Counselor Association).

To make an appointment with your counselor, please scan the QR code below:



School Social Workers

Social work assistance is provided to help encourage student academic and social success by collaborating with families, community providers, and the school. The school social worker can address issues that can affect school performance for various reasons. Services include resources and referrals for families needing community support, counseling, housing/homelessness, food, clothing, medical resources, and advocacy, to name a few.

To schedule a meeting with the school social worker you can contact the counseling office or call and email directly for information and to make an appointment.

Molly Frye (Last names A-L)
Janna Johnson (Last names M-Z)

Phone: 503-667-3186 ext. 3591
Phone: 503-667-3186 ext. 1026

Email: mfrye@rsd7.net
Email: jjohnson@rsd7.net

For a current list of RHS community partners, please visit: [Community Partners | Reynolds School District - Oregon](#)

RHS School-Based Health Center

Reynolds High School is now home to a school-based health center. You can visit the center in the 500 hall to make an appointment. The health center can provide the following:

- Sports and OYCP physicals
- Routine physical exams
- Immunizations
- Health education, counseling, and wellness promotion
- Fitness, nutrition education and counseling
- Early detection, diagnosis, and treatment of illness and injury
- Mental health services/therapy
- Age-appropriate reproductive health
- Routine lab tests
- Vision, dental, and blood pressure screenings
- Prescription medications
- Referrals for healthcare services not provided at the health center

School Nurse

The school nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission is needed for students to see the nurse. Students must have a pass from a staff member before going to see the nurse during class time. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help students who become sick or injured at school.

The school must have a way to reach a parent/guardian in an emergency. Inform the Counseling Office immediately about changes in work and home addresses, and phone numbers for both the parent/guardian and emergency contact persons.

Health Information

1. Health information may be shared with school personnel on a "need to know" basis. This may include times when this health information is necessary for school personnel to respond to a child's health/safety needs or if needed by the school team to develop an Individualized Education Plan (IEP) or 504 plans.
2. By allowing release of the child's health information, it will ensure that the child will receive needed emergency health care should the need arise.

Contagious Conditions

In order to decrease the spread of contagious conditions in schools:

1. Tell the school if a child has a contagious disease such as: Covid-19, chicken pox, measles, or pertussis (whooping cough).
2. Do not send the child to school with a rash, fever, diarrhea or vomiting.
3. To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000). At such times, records and information may be disclosed to public health officials.

Immunizations and Oregon Law

To protect all children, every student must have a current school immunization record or a medical or nonmedical exemption on file at the school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).

To keep student immunization records up to date; please provide copies of any booster or vaccines

your student receives.

Student Injuries

All student injuries or accidents must be reported to the teacher present at the time of occurrence. If a student is injured at school, every attempt is made to notify the parents or legal guardians before the student is sent by ambulance to the hospital. A student who becomes ill may not go home unless the nurse or Attendance Office receives permission from the parent/guardian or an administrator.

The school is not responsible for injuries sustained at school. Student insurance, which may be purchased at the time of registration, covers an accident only when the accident is reported to a coach or school official by the injured student. An accident report must be completed immediately by the school official taking the report or observing the accident.

Medication Administration at School

The school nurse provides consultation about medication administration that must occur at school. **Only medication necessary for the school day will be kept at school.** Parents/guardians should remember to ask their medical provider if a child's medication can be given outside school hours. This is safer for the child and easier for the parent/guardian. By Oregon Law, if medication must be given at school, a parent/guardian must:

1. Provide written permission (forms are available at school). Any change to the medication will require the parent/guardian to fill out a new medication administration form at the time of the change.
2. Make sure all medication (prescription and over-the-counter) is in its original container and marked with the student's name and the time that the medication is to be given at school. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
3. **All medication must be delivered to school by the parent/guardian or responsible adult designated by the parent/guardian.** Students may not keep medications with them unless they are age-appropriate for the responsibility and have been identified as a self-manager and have written permission. (A Self-Medication Administration form is available at the school.)
4. It is the parent/guardian's responsibility to ensure the school has adequate medications required by the student.
5. All medication not picked up by the end of the school year will be destroyed.
6. **The school does not purchase or distribute any over-the-counter medication.**

Self-Medicated Agreement

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

1. A permission form must be submitted for all self-medication of all prescription and non-prescription medication.
2. All prescription and non-prescription medication, including inhalers, must be kept in its appropriately labeled, original container. The criteria for the container are as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route, frequency/time of administration and any other special instructions.
 - b. Physician's consent for self-administration is to be on the label or on the medication consent form.
 - c. Non-prescription medication must have the student's name affixed to the original container.
3. The student may have in their possession only the amount of medication needed for that school day.
4. Sharing and/or borrowing of medication with another student is strictly prohibited.
5. Permission to self-medicate may be revoked if the student violates school district policy governing administration of non-injectable medication and/or these regulations.
6. Students with inhalers are encouraged to have their inhaler with them at all times.

East Multnomah Mental Health Services Oregon Health Plan and Private Insurance

- Lifeworks Northwest – 18417 SE Oak St, Portland, OR 97233 971.727.8026 Fax: 503.661.4959
- Gresham Location - 400 NE 7th St Gresham, OR 97030 503.645.3581
- Morrison Child & Family Services - Gresham 831 NW Council Dr, Suite 300, Gresham, OR 97030

503.258.4600 Intake: 503.258.4381 Fax: 503.667.2580 Portland 1507 NE 122nd, Portland, OR 97230 503.258.4555 Intake: 503.258.4381 Fax: 503.492.2656

- Options Family and Counseling Services 11010 SE Division St, Suite 202 Portland, OR 97266 503.335.5975 Fax: 503.335.5974
- Multnomah County Mental Health Services - Multiple Offices. Call for locations and providers 503.988.4888
- No Insurance and sliding scale providers 503.988.5887
- Western Psychological Counseling Services - Gresham West 1700 NW Civic Drive, Suite 310 Gresham, OR 97030 503.666.8832 Fax: 503.669.8641 Gresham East 2222 E. Powell Blvd Gresham, OR 97080 503.669.4300 Fax: 503.669.430

Crisis and Suicide Hotlines

- Multnomah County Crisis Line 503-988-4888
- National Suicide Prevention Lifeline – 988, or text 988. [Suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)
- Oregon Youthline: Lines for Life - 1-877-968-8491 Text: teen2teen to 839863 OregonYouthline.org

Athletics and Activities

Athletic Director – Ryan Aldred

Athletic Assistant – Rhonda Thompson

Reynolds High School competes in the Mt. Hood Conference and offers a full range of extracurricular athletic activities.

Fall Sports: Cross Country, Football, Soccer, Volleyball

Winter Sports: Girls/Boys Basketball, Cheerleading, Dance, Swimming, Wrestling

Spring Sports: Baseball, Boys/Girls Golf, Softball, Tennis, Boys and Girls Track and Field, Girls Flag Football, Boy's Volleyball

Student/Athletic Code of Conduct

Representing RHS as an athletic team member is a privilege. This privilege comes with a higher expectation for attendance and for academic achievement, and a greater behavioral responsibility during and after school hours. The athletic code will be in effect from the moment the student and parent/guardian sign the clearance form. The athletic code remains in effect for the remainder of the student's high school career, 24 hours a day and 365 days (about 12 months) a year.

Eligibility

For any student to try out for and participate in the interscholastic program at Reynolds High School they must first:

1. Clearance completed through Final Forms; <https://reynolds-or.finalforms.com/>
2. Have a physical examination form on file (OSAA policy).
3. Have parent/guardian permission and emergency forms signed.
4. Have verification of insurance on file (RSD policy).
5. Have passed five classes during the previous semester. (OSAA policy)
6. Be passing five classes during the current semester. (OSAA policy)
7. Be on track by earning the minimum number of credits as indicated on the chart below:

Minimum Satisfactory Progress Requirements

Credits to Graduate	24
Prior to Grade 10	4.5
Prior to Grade 11	10
Prior to Grade 12	17

Attendance Standards

1. For a student to participate in practice or a contest, they must be in school attendance for the full day. Any exceptions must have administrative approval using the pre-arranged absence form.
2. When a student-athlete anticipates a missed class due to an athletics contest, it is their responsibility to notify the teacher at least one day in advance. The athlete is responsible for acquiring missed assignments, turning in the makeup work, and keeping up with all assignments and class requirements.

Consequences for Athletic Code Violations

Conduct violations will lead to disciplinary action to be determined by the athletic director or designee. The degree of discipline will be in relationship to the violation and may include consequences up to suspension or expulsion. Forms of misconduct include team/school related, community related and others. Please refer to the athlete code of conduct.

Academic Probation

Students will be placed on academic probation if they fail to earn a 2.0 GPA and/or pass at least six classes during the previous and current semester. If placed on probation, the athlete must complete the following:

1. Attend mandatory study hall during RHS late starts (8:55-9:45am) and work on school-related assignments.
2. Provide a weekly progress report signed by every teacher and handed in to the Athletic Office.
3. Maintain passing grades in at least six classes at all times.

Athletic Department Procedures

1. Students will return all issued equipment or pay the cost of replacement. Students who have not returned or paid for previously issued equipment may be suspended from athletic participation.
2. No student may participate in more than one athletic activity during one sports season.
3. A student who is dropped from or quits a sport will not be able to join another sport during that season.
4. Athletes who are involved in supervised off-season conditioning during the school year are responsible for all rules and regulations.

Transportation

1. Two-way trips are always provided for: Cross-Country, Football, Wrestling and Track and Field, except on weekends.
2. Students are required to ride the bus to and from the event, any time a two-way trip is provided.
3. Reynolds School District may offer one-way transportation (no return bus to RHS) to the following schools: Centennial, David Douglas, Gresham, and Sam Barlow. Parents/guardians are expected to pick their children up after the game.
4. Reynolds School District may not provide transportation to MHCC, Gresham Golf Course, or Reynolds Middle School. These facilities are considered home sites.
5. Players not allowed to drive themselves must ride the bus at any time transportation is provided.

Behavioral Expectations

Student Behavior

RHS is a place dedicated to learning. Maintaining a safe and respectful environment is our primary goal. We expect students' behavior and choices to reflect this goal during all school activities. If any behavior does not meet the set expectations, the student will be subject to disciplinary action.

Behaviors that put the safety of individuals or of other students in jeopardy will not be allowed. These behaviors include tagging, vandalism, flashing hand signs, threatening looks and other acts associated with gang activities. This also includes individual or group harassment or any related acts associated with gang activities.

Prohibited activities include, but are not limited to, the following: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or

displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, attire or insignia displaying weapons, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Objects such as shock devices, air-soft guns, paintball devices, pepper spray and weapons of any kind also put students at risk. Students found with such devices will be subject to suspension and or expulsion.

Food Delivery

Food or beverage deliveries to students are allowed **only during the student's assigned lunch period**. To minimize theft and loss of instructional time, names on delivery will need to match pick-up person. Attempts to pick up food during instructional times could be followed by disciplinary consequences from warnings up to and including detention for multiple violations.

Bus Regulations

Students are to adhere to the state rules (OAR 581-53-010), district rules and high school policies governing conduct on school buses. The driver on each bus will explain the rules. For information on routes, pickup or return times, contact Transportation at 503-492-4921 or check the Reynolds High School website.

Rules Governing Students Riding School Buses

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students shall use the bus emergency door only in case of an emergency.
- Students shall be at the bus stop on time during morning and evening pick-up times.
- Students shall respect all private property while waiting for the bus.
- Students shall not bring animals, firearms, weapons, or potentially hazardous material on the bus.
- Students shall remain seated while the bus is in motion.
- Students shall keep the bus clean and must refrain from damaging it.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall not extend their hands, arms, or heads through the bus windows.
- Students shall have written permission to leave the bus other than at their home stop or school stop.
- Students must have written permission and approval from the Main Office to ride any bus other than their own regular scheduled bus.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of the bus driver.
- Students shall be courteous to the driver, fellow students, and to passersby.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.
- Video cameras may be used to monitor student behavior on district transportation vehicles.

If a student needs to ride a bus other than the one based on their home address, the following procedure will apply:

- a. A student needs a note from their parent/guardian with the **date, student's name, bus number, and parent/guardian signature** giving permission to ride a bus other than their own.
- b. The note is given to the receptionist in exchange for a pass for the guest bus but no later than 11:00 am.
- c. Students are not allowed on a different bus without this pass.

Personal Possessions

Students are urged not to bring valuables to school such as electronic devices or large amounts of money.

The school assumes no responsibility for a child's personal belongings beyond the teaching of

personal responsibility and honesty.

Skateboards/Scooters

Students who use a skateboard/scooter as a method of transportation to and from school must check in the skateboard/scooter upon arrival at the main office or designated location i.e. counselor.

Use of Personal Technology

Students are not allowed to use personal technology in class unless given specific permission by the teacher or staff member. When allowed, devices should be used in a responsible and appropriate manner.

Staff have the right to confiscate any electronic device for duration of the class period if the device disrupts the educational environment or impacts the safety of others. Students are expected to have personal technology silenced and away at the start of class. Isolated items will be returned to students at the end of the period. Students are allowed to use cell phones at the following times:

- Before and after school
- During lunch
- During passing period
- When teachers give explicit permission using the red/green card system outlined below

Additionally, wearing headphones or earbuds during the instructional periods is not allowed as they can impact students' ability to engage in instructional activities.

Red/Green Card System: Each classroom will be provided with a red and green card to provide a visual representation to indicate when cell phone use is permitted and when it is not. Red indicates that the cell phone is silent and away/out of sight and green indicates that cell phones are able to be used. Notifications should remain silenced to reduce the disruption to other students.

To ensure the safety and security of Reynolds High School, the following activities are strictly prohibited: taking and/or sharing personally invasive photos or movies including filming/videoing of physical fights or altercations, posting pictures or videos to the internet, using cell phones during class time (either for answering/making calls or to text others), using laser pointers and like items to disrupt class, or listening to music players or playing video games on handheld devices during class. Appropriate disciplinary action will be taken up to and including suspension.

In a lockdown, cell phone usage is not allowed to ensure student and staff safety. High volume cell phone use limits the ability of emergency responders to communicate with each other and the school.

Confiscated Items

Any item confiscated by a school staff member will be returned at the end of the period or cataloged and stored in the main office. Students may recover confiscated items eligible for return at the end of the day or school week. Some items may require parent/guardian pick-up. Items may be picked up between 3:45 p.m. and 4:15 p.m. by visiting the main office. Items will not be available for pick up at any other time unless special arrangements have been approved in advance. Students with repeated violations will be required to have a parent or guardian pick up confiscated items. Additional violations will result in additional consequences.

Off-Limits / Off-Campus

For student safety and school security, students are not to be in off limits areas at any time during the school day. Off limit areas include all parking lots, adjacent neighborhoods, Imagination Station/Columbia Park, and church grounds. Failure to follow this policy will lead to appropriate disciplinary action.

Unauthorized Areas

Students in areas **without adult supervision** are unauthorized. Those areas during the school day are: bathrooms closed for cleaning, athletic fields, courtyard, arts building lobby, gym lobby, MPR, community partner room (without assigned case manager/advocate).

Commented [DH1]: This section on personal technology needs to be discussed and edited. We have on our summer agenda items to discuss a cell phone policy.

Open Periods

Juniors and Seniors may have an open/free class period if they are **in good academic and behavioral standing and on track to graduate**. An open period gives a student the opportunity to have a flexible school schedule so they may work part-time and/or have time within their school day to study, complete homework, or seek help in applying for college and scholarships. Seniors may have two open periods, while juniors can have one.

When asked, students with an open class period **must provide proof** that they do not have a scheduled class. Students **should have their ID card marked with the appropriate stickers with them at all times or be able to show their StudentVue account on demand**. Students without proper proof of an open period will be directed to ISS for the remainder of that period.

Students with an open class period can apply for an Off Campus Pass. Off campus applications and stickers are available in the main office. Students who leave campus are expected to remain off-campus until their next scheduled class/period begins. Students with open periods are not exempt from tardy checks.

The following **authorized areas** are available for student use **if they choose to remain on campus** during their open period:

1. **Library:** This is intended to be a **quiet study area and research center**. Students will be asked to sign in and show proof of free period in their schedule. Students who are not working quietly will be asked to leave. Some days the library may be closed due to special events.
2. **College and Career Center:** This is where students may find resources and help for college applications, scholarships, internships, resumes, work experience, etc. Students will be asked to sign in and show proof of free period in their schedule. Some days/periods the CCC may be closed due to other events.
3. **Classroom Visitation:** Students are allowed to spend an open period in another teacher's classroom if arrangements are made in advance with the teacher(s) involved. Students must remain in that classroom for the entire period.

Students found in **any off-limits area** during classes will be subject to disciplinary action. This includes the commons, hallways, and outdoor on-campus areas. Students who do not abide by these expectations may be subject to an involuntary schedule change. Freshmen and Sophomores are to stay on campus.

Lockers

Lockers are provided for student convenience. They are the school's property and may be inspected at any time. **The district reserves the right to inspect all lockers at any time**. In cases where there is reasonable suspicion or an emergency, personal locks may be cut. The school is not responsible for lost or damaged property stored in lockers. Students are cautioned not to keep money or other valuables in lockers.

Student Photos/Student ID Cards

Every student is required to have a photo taken for their student ID card. Students can take this photo during student registration, picture make-up day, and picture retake day. Students will be charged \$5 for lost ID cards. All students are required to always carry their student ID card during school and school activities. Replacement ID cards can be purchased in the Main Office, before or after school. This ID card should be accessible to show to any staff member at any time.

Hall Passes

Students are expected to follow their daily schedule and be present in their regularly scheduled classes.

Consequently, if a student is not in class, they are expected to use the

Current

Student Planner hall pass and have it signed by a staff member. Other office passes will also be used.

Hallways should be quiet and empty. If a trip to another area is necessary, the student must obtain a valid

hall pass and signature from their teacher.

Harassment, Intimidation and Bullying/Cyberbullying

One of our greatest concerns is ensuring all students are safe while attending RHS. Harassment, intimidation, and bullying/cyberbullying are strictly prohibited as they jeopardize student safety and well-being. Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully. Harassment, intimidation, or bullying is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance creating a hostile environment or interfering with the psychological well-being of a student (ORS 339.351). This includes but is not limited to the "Protected class," which means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, family status, source of income, or disability. This includes physically harming or damaging another student's property, or knowingly placing a student in reasonable fear of physical harm. These policies are extended to traveling to and from school, immediately adjacent to district grounds during school hours, at any district sponsored activity, on district provided transportation, or at any district bus stop. Violations of this policy will lead to disciplinary action up to and including expulsion.

Students are encouraged to seek out the help of staff, teachers, counselors, and administrators if they feel they are the victims of harassment, intimidation, bullying/cyberbullying behavior, including hate-speech.

Plagiarism and Cheating

Plagiarism is the willful presentation of someone else's previously written, published, or copyrighted material as one's own. Such material may include work that appears in print, online, or in audio or video formats. Copying or using someone else's work may be regarded as plagiarism if done without consent and if credit is not given to the original writer. This includes using AI applications such as Chat GPT to write/create work. Penalties for cheating and/or plagiarism may include but are not limited to: failing the assignment in question, failing the course or project, failing the semester, or being subject to further disciplinary action. Reynolds High School staff may choose, at its discretion, to employ plagiarism-detecting software.

Dress and Grooming

If a school staff member prescribes modification in dress or appearance in the interest of health, sanitation or safety practices, students will not be allowed to attend school until these requirements are met. These include but are not limited to: shoes must be worn, no profane or vulgar attire, and no gang affiliated attire. In classrooms where the nature of the class activity means certain grooming or dress may be hazardous to the student or other students, that student will be required to make modifications if they wish to remain in that class.

Anytime the student is representing the school (i.e. athletics, activities, work experience program, etc.), they may be required to dress and groom appropriately. If the student does not meet the dress or grooming requirements of the activity, they will be removed from the program.

The school dress code is established to prevent disruption or distraction of the educational process and to maintain a safe learning environment for the entire school community. If a student's appearance (clothing, accessory or other items) violates the dress code, that student will be asked to make modifications immediately. Parent/guardian will be contacted, and they may be asked to bring appropriate clothing to school. Students in violation of the dress code may have items confiscated, be removed from school until suitable dress is adhered to, and/or be suspended from school.

- Students must always wear shoes, a shirt, and bottom covering.
- Any accessory concealing the eyes such as visors, ski masks or sunglasses will be subject to immediate confiscation. Hoodies and hats are allowed if faces are always visible. (Hoodies and hats are not to be worn in combination with face masks.)
- Clothing or accessories with gang references and/or styling such as paisley bandanas,

inappropriate sayings, images, weaponry, drug references, drug paraphernalia, alcohol, illegal substances, hate speech, or advertisements that impact the learning environment, are not allowed.

- Clothing should be free from advertisement slogans related to alcohol, drugs, tobacco, gangs, or sexual innuendoes. Any clothing, accessory or other personal belonging displaying or advertising language or images that are vulgar, lewd, obscene or hate speech will result in immediate removal from school until suitable dress can be adhered to.
- Clothing with any form of hate symbol will not be permitted at Reynolds High School. Any student wearing clothing with any form hate symbol will result in immediate removal from school until suitable dress can be adhered to.
- All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. In responding to any symbols of hate or bias incidents, the district will use non-disciplinary remedial action when appropriate. (Reynolds School District School Board Policy ACB)

Activities

Participation in school activities is a privilege that carries varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, their family, and their community. Student clubs and performing groups such as band, choir, cheerleading, dance, and athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. The consequences specified by the district shall apply to any consequences specified by the organization.

Assemblies

Attendance at assemblies is mandatory unless announced otherwise. All students must remain seated until excused from the assembly. Students are expected to respond in a courteous and respectful manner to facilitate a prompt start time. Seating is assigned by section. When entering the main gym, seating will be as follows:

LEFT SIDE

Under Visiting Fans Sign – Sophomores
Under Reynolds Adults Sign – Juniors

RIGHT SIDE

Under Reynolds Band Sign – Freshmen
Under Reynolds Students Sign – Seniors

Dances

Dances are provided as a privilege for the students of RHS. To provide the proper environment for these activities, the following regulations will be enforced:

1. Attendance: Fees, including those incurred due to lost books, must be paid to attend dances. All dances are held on school grounds except for the Prom. All school rules will be enforced. Anyone disrupting the dance, in any way, will be asked to leave and may be subject to additional consequences.
2. **There will be NO TOLERANCE FOR INAPPROPRIATE DANCING.** Students' first warning will result in the cutting of their wristband. At the time of a student's second warning, they will be removed from the dance and will not receive a refund. If a student is removed from a dance, phone contact will be made with a parent/guardian. Repeated violations will result in a loss of dance privileges.
3. **Homecoming, Winter Formal, and the Baile** are open to students in grades 9-12. Tickets are pre-sale and not transferable. Guests are permitted (see #5 for policy details).
4. **The Prom** is a dance for juniors and seniors. Tickets for Prom are pre-sale only. Tickets purchased are non-transferable. Person(s) who purchase tickets are the only individuals allowed to use those

tickets for the dance.

5. **Guest Policy:** Guests will ONLY be allowed to attend Homecoming, Winter Formal, and Prom. Currently enrolled juniors + seniors may bring one guest per dance. Students who are currently suspended, expelled, 10-day withdrawn, trespassed, or removed from RHS are not eligible to attend. RHS students must submit a signed Guest Pass to purchase a ticket for their guest. Students must be in good standing to bring a guest. This approval process includes a check of the following: grades attendance, and referral history. Students and guests must bring photo ID to all dances. With administrator approval, the student may bring a non-high school guest to Prom if they are 20 years or younger. Guests will need to provide a valid ID (current student body card or state ID) and their guest pass at the door for check in to the dance.
6. Students who leave the dance will not be allowed to re-enter.
7. There are NO refunds for dance ticket purchases.
8. Students must have transportation home within ½ hour after the dance is over.

Eligibility for Activity Participation

Students seeking to participate in Speech, Theater, Dance Team, Cheer and Music must possess the necessary skills and have parent/guardian approval. They must also meet the following criteria:

1. No outstanding fees.
2. Abide by Oregon School Activities Association (OSAA) rules.
3. Have passed five classes during the previous semester (OSAA policy).
4. Be passing five classes during the current semester (OSAA policy).
5. Be on track by earning the minimum number of credits as indicated on the chart below (OSAA policy):

Minimum Satisfactory Progress Requirements

Credits to Graduate 24

Prior to Grade 10 4.5

Prior to Grade 11 10

Prior to Grade 12 17

Selection

All activities are open to eligible students. The method of selection will be determined by the advisor. Selection may be made by a screening committee composed of advisors, students and administrators, by student vote, or by the advisor.

Expectations

A student must attend all activities for which the group is responsible. If an emergency or illness should occur, students may be excused by their advisor. If a student's job conflicts with the group's activities, their first responsibility is to the activity. A student must attend school the entire day of a scheduled performance or event. Any expectations must be pre-arranged and approved by an administrator.

Behavioral Standards

1. Students will lose their privileges to participate during any suspension from school.
2. Students will be expected to follow school rules in the classroom, on school campus, and at any home or away school activity.
3. Administrators will notify coaches or advisors if behavior problems arise that are likely to affect eligibility.
4. The known use of alcohol, tobacco or drugs may result in suspension from these activities for the remainder of the school year and any recognition will be withheld.

Transfer Students

Students who have transferred into Reynolds High School after the deadline for a specific activity, and meet the eligibility standards for participation will be allowed to try out for the activity, except for Dance and Cheer.

Organization of New Clubs

Any student who wishes to form a club or interest group must follow the steps below:

1. All clubs or interest groups for the school year must be formed by October 31st.
2. One staff advisor must be obtained for any new club.

3. Sign up a minimum of fifteen prospective members.
4. Complete a New Club Application form.
5. Establish a purpose for the proposed club that complies with the educational goals and philosophy of RHS.
6. Type a proposed club constitution.
7. Obtain approval of the constitution for the club from the advisor.
8. Submit the New Club Application form, and signed constitution, to the Activities Director. Approval will be decided by school administration.
9. Adhere to rules concerning conduct of school clubs.
10. Have a minimum of one meeting per month.

Sales and Services

When a student group wishes to sponsor a fundraising activity, service project, or other similar activity, a Fundraising Request Form must be filled out and approved by the activities director and advisor before fundraising can take place. All funds collected must be turned into the advisor and then forwarded to the bookkeeper to be placed into the group's account. **It is up to the advisor/coach to inform staff of any fundraising event before students solicit sales from any staff members.**

Reynolds High School Activities/OSAA Sponsored Activities

Cheerleading	Dance Team	Student Government	Speech & Debate
Band/Jazz Ensemble	Orchestra	Theater	Choir

Infractions & Discipline

Commented [JR2]: Do we need to make sure that we have the ORS for specific infractions?

When a student has committed an infraction (including coming to and from school), school officials may consider the student's prior behavioral record before taking any action. If a student's negative behavior is directly related to an identified disability, school officials will consider such conditions.

Please note that students participating in extracurricular activities may be subject to additional consequences as outlined in the athletic code of conduct.

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 a direct effect on the discipline or general welfare of the school.

Schoolwide Behavior Response

The following chart gives a brief outline of what is expected to be managed in the classroom and what is expected to be sent immediately to the Administrative Office or Student Management Team.

Classroom Managed	Admin Managed
<ul style="list-style-type: none"> • Refusal to meet adult directed expectations <ul style="list-style-type: none"> ○ Eating/Drinking in class ○ Leaving class early ○ Extended bathroom breaks • Repeatedly off task/work avoidance • Technology violation <ul style="list-style-type: none"> ○ Inappropriate cell phone use 	<ul style="list-style-type: none"> • Physical fighting—one sided and mutual • Leaving campus without permission • Refusal to comply with adult directed expectations • Major disruption to the learning environment • Possession of and/or use of substances (tobacco, marijuana and alcohol)

<ul style="list-style-type: none"> ○ Inappropriate 1:1 device use ● Dress code <ul style="list-style-type: none"> ○ Imagery/Statements ○ Substance promotion ● Misuse of class materials ● Not being truthful <ul style="list-style-type: none"> ○ Attending inappropriate class ● Repeated use of inappropriate language ● Playfighting/Roughhousing 	<ul style="list-style-type: none"> ● Promoting or engaging in unsafe behavior ● Unauthorized presence in the building ● Harassment/Bullying/Cyberbullying ● Possession of a weapon ● Threat of destruction or harm to school community
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Depending upon the seriousness of the behavioral issue, one or more of the following actions may be taken by appropriate school officials:

Progressive Discipline:

Warning

A school staff member will talk to the student, explaining the infraction and identifying possible future disciplinary actions.

Parent/Guardian Involvement

A parent/guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, their parent or guardian, appropriate school officials, and other pertinent individuals. Written records will be maintained.

Teacher Assigned Detention

Any school staff member may assign their own detention and will supervise the student for a period of time arranged with, and agreed upon, by the student. The time can be during lunch, before or after school in a classroom or other supervised area. Detention served with a teacher may replace admin assigned detention if arranged with and approved by administration.

Administrator Assigned Detention

As part of the discipline policy at Reynolds High School, students may be assigned lunch or after-school detention for violating the terms of the Student Rights and Responsibilities.

Lunch Detention

Lunch detention will be held each school day during a student's scheduled lunch.

After School Detention

After-school detention will be held Monday through Thursday from 3:55 p.m. until 4:50 p.m. Students who have been assigned after-school detention must show up on the day that the detention is scheduled by 3:55 p.m. in the In-School Suspension (ISS) Room to be counted as present. Students who miss the assigned date, and/ or show up late to detention will be subject to further disciplinary action, including a parent/student conference with a school administrator, additional detention, and/or suspension.

Students must serve detention on the day that it is scheduled. No student will be allowed to serve detention any later than one school day following the assignment. Detention supersedes any school-related activity, including practices, competitions, and club activities. Transportation home following detention is the responsibility of the student and/or parent. Arrangements for transportation should be made in advance.

1. After School Detention runs from 3:55 p.m. until 4:50 p.m. every school day **except Fridays**.
2. Students must attend detention on the day assigned.
3. Students who are late will not be granted entry and will be marked absent.

4. Students must bring schoolwork for the entire assigned time.
5. No food, drink, or electronic devices (except calculators) allowed.
6. Students will not be allowed to sleep during the assigned detention.
7. No talking, note writing, or other disturbances will be allowed.
8. Transportation to and from detention will be the responsibility of the parents/guardians or students.
9. Students asked to leave detention for rules violations will be counted as absent and subject to further disciplinary action.

Restitution

Students who lose, damage or steal the property of others and/or the school may be assigned restitution in the form of work, replacement of item(s) or money.

Restorative Response

An opportunity for staff to seek support with student(s) to repair harm, come to agreements on how to productively move forward, and a chance to build community.

Mediated Conversation

An opportunity for a facilitated conversation between two willing students to resolve conflict or [address](#) miscommunication.

Out-Of-School Suspension

The student will be told they are suspended and may discuss their side with the appropriate school official. The student is excluded from school — and school related activities — for a period of one to ten school days. A student's privilege to attend school activities may be suspended for up to one year. Parents/guardians will be notified of the action. Parent(s) will be required to accompany the student for a reinstatement conference. The student may be advised of District or community alternatives. A written record will be maintained.

In-School Suspension

If approved by an administrator, in-school suspension may be assigned instead of other consequences. In-school suspension will only be assigned to students who prove that they can work in an independent setting without disruption. Failure to meet the requirements of ISS will result in an out-of-school suspension.

Expulsion

The student will be informed that they are immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school and all related school activities. The District Hearings Officer determines the time a student is expelled; the student and their parents/guardians will be notified of the pending expulsion and information about their rights under due process. The student will be advised of District or community alternatives. A written record will be maintained. A parent conference will be required to readmit the student if the District assigns an alternative to expulsion.

Student Privileges

Serious infractions of the school rules and policy may result in suspension and/or loss of privileges to attend all events and activities for the remainder of the school year.

Drugs and Alcohol

Chemical Use and Abuse

The use of chemicals on the Reynolds campus or at any school sponsored off-campus activity or while traveling to or from school is not acceptable under any circumstances. Students, teachers, and parents/guardians expect RHS to be a chemical-free environment. Chemicals interfere with the learning process and alter and inhibit one's ability to feel, think clearly, and make effective decisions. Drug and

alcohol use interferes with the learning process for the user and actively disrupts the environment for other members of the RHS academic community.

A Drug Free Zone exists around the Reynolds High School campus. A Drug Free Zone means “Unlawful manufacture or delivery of a controlled substance within 1,000 feet of a school is a class A felony.” (ORS 475.999)

Substance Free Campus

The Reynolds School District is a Substance-Free Environment. This includes Electronic Cigarettes (E-Cigarettes) and vape pens regardless of their contents. No student is permitted to possess any substance paraphernalia in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school, or on school grounds, athletic grounds, or parking lots, or at school sponsored activities on or off district premises. **Violations of this policy will lead to disciplinary action up to and including expulsion.**

Consequences for Use or Sale/Distribution of Substances:

1. **Possession or use of drugs &/or alcohol**
2. The student will be suspended from school for three (3) school days. If the student and parents/guardians agree to have the student participate in drug screening within 24 hours and participate in the recommended drug & alcohol treatment program, the suspension will be reduced by one (1) school day.
3. **Possession of paraphernalia used in the transportation, sale, or use of illegal drugs** The student will be suspended pending an investigation. If the student and parent/guardian(s) agree to have the student participate in a drug & alcohol assistance program, and the parents/guardians agree to sign a release of information form, the suspension can be reduced to three (3) school days.
4. **Distribution or sale of over-the-counter or prescription drugs:** These practices are illegal (dispensing or sale of medications by other than licensed to do so) and potentially harmful to the health of students. Students in violation will be subject to suspension and/or expulsion from school pending investigation.
5. **Distribution of drugs and/or alcohol:** Any student responsible for selling or providing an illegal drug, narcotic or alcohol to other students may be recommended for expulsion.
6. **The sale or distribution of substances purported to be illegal drugs:**
7. If this occurs on school premises or going to and from school or school-sponsored activities. The student(s) in violation may be subject to suspension and/or expulsion from school.
8. **Subsequent violations.** Any repeat offender may be recommended for expulsion and/or outside treatment in accordance with the District Policy.

The use of illicit drugs, marijuana, and alcohol is illegal. Violators will be referred to law enforcement agencies and prosecuted in accordance with State Law. (ORS 475.999)

School officials will involve law enforcement in all matters involving violations of law. School Officials, guided by district procedures, will cooperate with police during investigations.

Search and Seizure

1. Lockers, desks, and other storage areas assigned to a student(s) (hereinafter called “student storage”) remain in possession and control of the school when they are assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities. No other purpose is permitted. Students should expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items may be removed and held by the school, and/or law enforcement agencies.

2. From time to time, administrators may set aside a time period during which all students shall clean assigned student storage.
3. Individual searches of students and school property assigned to a student may be limited to a situation where there is **reasonable suspicion** to believe the student is secreting evidence of an illegal act or rule violation. Searches of school property assigned to a student and the contents within it may be searched at any time without the student's presence; however, the search should be limited to the scope that is reasonable under the circumstances. Searches will be supervised by a school administration member and witnessed by at least one other staff member. Illegal items, such as, weapons, drugs and related paraphernalia, tobacco, or items prohibited by district regulations, or other possessions, reasonably determined to be a threat to the safety or security of the possessor or others, may be seized by the Student Management Team (SMT) and/or administrator.
4. Items used to disrupt or interfere with the educational process may be removed from the student's possession.
5. Items seized may be returned to the rightful owner, parents/guardians, or the proper authorities at the discretion of the Student Management Team and/or administrator.
6. A search of the student's person, or assigned student storage, may be conducted by law enforcement officials, in accordance with law.
7. School grounds, including parking areas, are district property. Therefore, cars on school grounds fall under the provisions of paragraph 3 of this policy and are subject to search by school personnel. Denial of access to a car may result in suspension from school and/or law enforcement authorities may be notified.

Due Process Procedures

Suspension

Suspension removes from a student the privilege of attending school and school activities for a maximum of ten (10) school days. In special circumstances a suspension may be continued until some specific pending action occurs such as a court hearing, medical evaluation, pending expulsion hearing, or a review by a probation officer. Suspensions are made by the principal or their designee and are not to be used in lieu of expulsion.

Suspension procedures are as follows:

1. A conference is held between the student and the principal or their designee. The student receives an explanation of the charge against them and is given an opportunity to present their version of the facts. The principal or designee may question other people with knowledge of the incident. If the principal or designee believes that suspension is warranted, the student is sent home. Where there is a serious risk that substantial harm will occur by the student's continued presence, the student will be removed from school immediately.
2. The parents/guardians are notified by telephone (if possible) of the suspension, the reasons for the action, and the procedures for review of the suspension and for reinstatement. The school will attempt to schedule a conference, if requested by parents/guardians, at a mutually convenient time.
3. A letter is provided to the parents/guardians stating the time, date, and specific reasons for the suspension, the maximum length of the suspension, and the procedures to be followed for review of the decision and for reinstatement. If a conference has not yet been scheduled, the letter will ask the parents/guardians to arrange for a conference at their earliest convenience.
4. During the conference the student's achievements as well as their difficulties will be reviewed in an effort to determine additional steps that need to be taken by the school, the student, and the parent/guardian to ensure their future success. If the student has a disability, one of the steps may be to convene a manifestation determination conference to decide if there needs to be a change in the Individual Education Plan or if evaluation should take place. The student will be responsible for making up the work missed while on suspension.
5. If, after the school conference, the parents/guardians and student still believe that the suspension was not warranted, they may seek review of the decision by the school principal.

Expulsion

Expulsion denies the student attendance at school or school activities in accordance with Oregon's statutes. The principal, usually upon the recommendation of an assistant principal, makes expulsion recommendations.

Expulsion procedures are as follows:

1. The student is suspended (in accordance with the suspension regulations) pending further investigation for a possible expulsion or pending the expulsion hearing.
2. A report of the student's misbehavior and record is referred to the principal. If the student has a disability, a manifestation determination conference shall be convened to decide if there is a direct relationship between the student's misconduct and the disability. If the team determines that there is a direct relationship, expulsion shall not be considered, and the team shall consider placement options. When it appears to the principal that expulsion is warranted, the principal will recommend that such action be taken.
3. The principal, or designee, will contact the parents/guardians by telephone, if possible, or attempt to arrange for a conference, if necessary, at the earliest mutually convenient time to inform the parents/guardians of the following:
 - A. The charge against the student and the specific facts supporting the charge that have brought about the principal's recommendation for expulsion will be explained.
 - B. The parents/guardians will be given the opportunity for a hearing and may be represented by counsel or another person at the hearing.
 - C. A letter containing the following will be mailed to the parent/guardians following the telephone conversation or conference.

- (1) The charge or charges made against the student.
 - (2) Specific facts which support the charges.
 - (3) The intent of the principal to recommend expulsion on the basis of the charges.
 - (4) The superintendent will appoint a hearings officer who will contact them to set up the date and time for the hearing.
- D. If the student has a disability and it has been decided that there is not a direct relationship between the student's misconduct and the disability, the parents/guardians will receive the additional notice of their due process rights. Special education services will continue via home instruction/tutoring until the expulsion hearing unless both parent(s) and the district agree upon some other placement option.

If the principal is unable to contact the parents/guardians by telephone, the letter referred to in paragraph C must be sent by certified mail.

4. Within two (2) school days of the student's removal from school, a report of the student's present and past incidents of behavior, the notice of intent to expel, and summaries of parent/ school conferences relative to the student's present and past incidents of behavior will be given to the principal.
5. The superintendent will appoint a hearings officer. The hearings officer will send a certified letter to the parent, including the following information:
 - A. The time, date, and location of the hearing.
 - B. That the parents/guardians and student will be afforded the following:
 - (1) To attend and hear the evidence presented by the district;
 - (2) To be represented by a counselor or other persons;
 - (3) To submit evidence at the hearing by testimony, writings, or other exhibits;
 - (4) To make a record of the hearing;
 - (5) To have an interpreter provided by the district if parents/guardians and student cannot understand spoken English.
 - C. That the parents/guardians must inform the hearings officer if they plan to be represented by counsel at the hearing.
 - D. That the parents/guardians have the right to waive the hearing in writing if they do not desire a hearing.
 - E. The failure to attend the hearing at the designated time constitutes a waiver of the right to a hearing.
 - F. The availability of alternative education, including at least the following information:
 - (1) Student action, which is the basis for consideration of alternative education.
 - (2) Listing of alternative programs available for the student for which the district would provide financial support in accordance with ORS 339.253.
 - (3) The program recommended for the student based on the student's learning styles and needs; and
 - (4) Procedures for enrolling the student in the recommended program.
6. The expulsion hearing will be scheduled no sooner than five (5) days from the notification to the parents/guardians. The parents/guardians may request rescheduling the hearing for a later date; however, the student will not be readmitted to school during the interim. As a result of the hearing, the hearings officer will either confirm the recommendation or the student will be reinstated after a conference is held to establish conditions of re-admittance with the parents/guardians and student. If parents/guardians appear with counsel, without having notified the hearings officer, the hearing will be postponed until such time as the administration can also have counsel present.
7. The following procedure shall be followed when a hearing is required:
 - A. The hearings officer maintains control over and conducts the hearing.
 - B. The student, parent/guardian is permitted to inspect, in advance of such hearing, any affidavits or exhibits which the school intends to submit at the hearing.
 - C. The student is permitted to have counsel present at the hearing to advise them. The counsel may be parent/guardian or an attorney.
 - D. The student is afforded the right to present their version as to the charges and to make such showing by way of affidavits or exhibits.

- E. The student is permitted to hear the evidence presented against them.
 - F. The hearings officer determines the facts of each case on evidence presented at the hearing. They shall submit to the superintendent their findings as to the facts and whether or not the student charged is guilty of the conduct alleged and their decision on the case. The above decision is available in identical form to the board, the building principal, the student, and their parent.
 - G. Strict rules of evidence do not apply to the proceedings.
 - H. The hearings officer makes record of all pertinent facts presented at the hearing.
 - I. The hearings officer may make a complete audio recording of the hearing. The recording will be maintained on file in the superintendent's office. The student may receive a copy of the recording made by the hearings officer.
 - J. The Board will receive a written report outlining the hearing officer's decision.
8. The parent/guardian shall be informed of the hearings officer's decision verbally within two (2) school days of the hearing and by certified mail (return receipt requested) within five (5) school days of the hearing.
- A. Expulsion of a student shall not extend beyond the current term or semester unless:
 - B. The term or semester ends within such a short period of time that the expulsion would be too short to be effective, or
 - C. The recommendation for expulsion is based upon a serious offense such as possession of a weapon or drugs. In such cases, expulsion for one calendar year may be assigned.
9. When a student is expelled from the school, the district shall consider and propose to the student, and document to the parents/guardians, prior to expulsion, the alternative programs of instruction or instruction combined with counseling in accordance with ORS 339.250(6). The programs proposed shall be limited to ones registered with the Oregon Department of Education prior to placement of a student in the program. Parents/Guardians of students being considered for expulsion shall be notified of the availability of alternative education programs, as provided in paragraph 5.1. above, when notified of the scheduled expulsion hearing and, if the student is expelled, again at the time of the actual expulsion.