

Newberg High School Student Handbook 2022-2023



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NEWBERG
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INTRODUCTION

Welcome to Newberg Nation! This student handbook is designed to help every student and parent find the information they need to be a successful member of Newberg High School.

I urge each student to take advantage of the outstanding opportunities available to them in rigorous courses and quality activities and athletic programs. Being aware of our behavior expectations is a vital piece of being able to take advantage of all NHS has to offer students. Please take time to review and gain an understanding of what we expect from our students.

I wish all of you success in your academic, activity, and athletic endeavors. I hope that you will achieve the goals you have set for yourself to be ready for your next step after graduation. Your success will create a better future for us all!

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. For a complete listing of District policies, refer to the Board Policy section of the Newberg School District website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Tami Erion, Principal

NON-DISCRIMINATION CLAUSE

It is the policy of the Newberg Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact Newberg School District at 503-554-5000. Newberg School District is an equal opportunity employer and educator.

ACADEMIC DISHONESTY

Newberg High School believes that the work you submit needs to be reflective of your own learning. To have academic integrity means that you have demonstrated your learning to the best of your own ability. Academic dishonesty is not acceptable in any circumstance. If you are struggling with an assignment or the materials in a class, you need to speak to the teacher rather than resorting to the following examples of academic dishonesty.

• Academic dishonesty includes, BUT IS NOT LIMITED TO:

- Cheating
- Copying another person's homework or assignment
- Looking at another's test/quiz or allowing another to copy a test/quiz/assignment. Using notes or cheat sheets for a test/quiz (without teacher's permission)
- Stealing and/or selling a test or quiz
- Submitting another student's assignment for credit and claiming it as your own
- Using false claims or fabricated references in a paper or assignment
- Substantial editorial or compositional assistance (including parental assistance)
- Allowing another student to copy or borrow content from your work

• Plagiarism

- Using another person's ideas, words, or images without proper citation (If you use ANYTHING from the internet or a print resource, you must cite it, even when you paraphrase the others' ideas)

• Consequences for academic dishonesty

When students have cheated or plagiarized on class work, assignments, projects, or tests, a range of consequences may be applied depending on the circumstance. At a minimum, the student will meet with the teacher and/or an assistant principal. If the student has violated our policy, the following range of consequences will be applied:

- Parents/guardians will be informed
- The incident will be recorded on the student's behavior records
- The student may be removed from valedictorian, honors diploma and/or other honors/titles based on administrative review
- A behavioral consequence such as a detention, community service, or suspension may be given
- Repeated incidents or major infractions can result in a suspension and/or loss of credit for the class

• Academic Consequences

- Reduced credit for the assignment (as per teacher's syllabus and/or teacher's discretion)
- Students may need to further demonstrate their learning
- Repeated incidents or major infractions may result in a loss of credit for class.

ATTENDANCE

Newberg High School places a high priority on regular school attendance and keeping your child safe is our first priority. An accurate record of attendance is kept, and it becomes part of the student's permanent school record. Parents, students, and school staff have responsibilities to support student attendance. Students with regular attendance are more likely to perform well and be successful both in school, and beyond.

School officials will follow District policy, administrative regulations, and individual school handbooks regarding attendance. Chronic irregular or poor attendance may result in detention, suspension, ineligibility to participate in athletics/activities, or law enforcement citation. Chronic

attendance issues will be referred to the building administrators, counselors, and possibly the Student Attendance Review Board (SARB). SARB meets with parents and students to designate an attendance plan and may result in a \$250 fine. For long periods of illness alternative education opportunities may be provided.

(Board Policies: [JEA & JEA-AR](#); [JED & JED-AR](#))

ATTENDANCE PROCEDURES

Keeping your child safe is our first priority at Newberg High School. Please help us to ensure your child's safety by following our attendance procedures.

The Attendance Office is open from 7:30am to 4:00pm, but email or phone messages can be left 24 hours a day. If your student will be absent from school, please email or call the attendance line as early in the day as possible. We make every effort to get excused absences recorded in the computer as quickly as possible. If you have a question about whether an attendance was recorded properly, the fastest way to check is to use ParentVue to see the attendance record for each of your students. If you have a concern about an absence, please contact the teacher. If you need further assistance, please contact the Attendance Office through email or phone message.

email: nhsattendance@newberg.k12.or.us or Phone: 503-554-4532

When a student is absent the entire day:

- Email or call the Attendance Office the same day as the absence or as soon as you know your student will be absent. This is very helpful to staff and athletics/activities.
- Have the following information to report:
 - Student's first and last name (please spell uncommon names)
 - Your name and relationship to the student (mom, guardian, etc.)
 - A daytime telephone number
 - Reason for an excused absence/tardy (from the list below)
 - Student illness/injury/quarantine
 - Serious illness in the family
 - Medical appointments
 - Family emergency
 - Death in the immediate family
 - Pre-arranged absence
 - Religious instruction/holidays
 - Legal or court appointments requiring the student attendance
 - Inclement weather
- Only people on the contact list are authorized to excuse a student. Students will not be excused if they call in for themselves.
- All absences must be reported within 48 hours of the absence in order for it to be excused. Absences after that time may not be excused.

When a student arrives to school late:

- Email or call Attendance Office before the student arrives to school OR

- Provide the student with a note from the parent or guardian the day of the late arrival.
- Parents do not need to accompany their student if they have a note, email or phone call.
- Student will go directly Attendance Office to receive an excused tardy pass.

When a student arrives to class late (unexcused):

- If a student arrives to class less than 15 minutes late the teacher will correct attendance to unexcused tardy.
- If a student arrives more than 15 minutes late to class the teacher will leave the absence as an unexcused absence. Student will be considered truant.

When a student arrives to class late (student is with a staff member):

- If a student is with an Administrator, Library, Counseling Office, Main Office, Attendance Office, student's attendance will be corrected before they leave the office. Student will go directly to class.
- Teachers must give student a note to excuse their tardy and he/she will head directly to class.

When a student needs to leave school early:

- If you know of an appointment in advance, please email or call the Attendance Office early! We will have your student's pass available for them to pick up during passing time or delivered to them.
- Provide the student with a note to the Attendance Office at least one period before the departure time to receive a pass to leave class. Students may pick up a pass to leave during passing time. Students must have a pass to show their teacher in order to leave class and campus. OR
- Call the Attendance Office at least 90 minutes in advance of the departure time. A pass will be sent to the class to dismiss student.

When a student leaves and then returns:

- Students must check back into the Attendance Office with their pass before returning to class. Attendance office will update their attendance.

Pre-arranged absence:

- The student's administrator may excuse student absences for family travel, medical or a college visit. An Extended Absence form is available in the Attendance Office or Counseling Office.

STUDENT RELEASE FROM SCHOOL

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

Students leaving campus for appointments or illness must follow sign out procedures.

- Parent/Guardian contact attendance office to excuse student within an hour of student leaving campus
- Parent meets student in main office on North end of NHS Campus

- If the student drives, an exit slip must be presented to campus monitors or staff as student leaves campus. Student may be asked to return to the building to obtain an exit slip if one is not presented.

When returning to school after an absence, a student must bring a note signed by the parent/guardian that describes the reason for the absence. Absence from school or class may be excused by the principal in the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

The school shall notify a parent/guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

CELL PHONE

Personal electronic devices (PEDs) can be used before and after school and during passing times. During the school day, students should secure PEDs in lockers or backpacks. PEDs should not be out when students enter classroom.

NOTE: Communication between a student and their family can take place through the main, attendance or counseling offices throughout the school day. Student use of PEDs (including district Chromebooks) must be in compliance with school board policy.

Policy states that student use of PEDs:

- May not disrupt the education process
- May not be used to send or receive information that compromises academic integrity
- May not violate the confidentiality or privacy rights of individuals
- May not capture or share obscene, pornographic or otherwise illegal images or photographs
- May not be used to haze, harass, intimidate, menace or bully other students or staff members

As a school community, we are deeply committed to learning. Fundamental to student and staff learning is the integrity of classroom instruction. In an effort to promote smart and appropriate use of technology, students are allowed to use their phones during designated times throughout the day.

Students are permitted to use cell phones during:

- Passing times
- Lunch
- Before and after school

During class time, students should adhere to the building-wide expectations for classroom cell phone use. Upon entry to any classroom, students are expected to turn off their phones and store them in their backpacks and follow the red/green cell phone sign displayed in each classroom. In most cases, the sign will start on the red, which symbolizes that phones should remain off and away. During the period, a teacher may turn the sign to green, which allows

students to use their phones for academic and appropriate purposes. At this time, students are discouraged to:

- Answer an incoming text message or phone call
- Be on any social media site unless it is expected for that particular class
- Access or play any game or access any entertainment site on their device
- Take any picture or video that the instructor has not expressly asked you to take
- Upload any picture or video taken in any class to any social media site or website without teacher consent.
- Text message or email any picture or video taken in class to any person, including themselves
- Access any type of mobile web browsing for any reason unless directed by the instructor

Students who do not follow the expectations listed above will have the following consequences:

- Step 1: The teacher will have a conversation about the classroom expectations with the student.
- Step 2: If the student continues not to follow the expectations, the teacher will ask the student to turn off the phone and place it in a locked drawer. The student will be able to retrieve the phone at the end of the period.
- Step 3: If a student has their phone locked away two or more times, the teacher will refer the student to the administration. An individualized plan will be created between the student, teacher and family to resolve the issue.

CLOSED CAMPUS

The safety and security of students and staff is a primary concern. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy.

Closed campus procedures have been developed at NHS to ensure a safe environment for students and restrict the entrance and egress of visitors. To maintain safety, students must show ID at the request of a staff member.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement). The request may need to be approved by the principal.
- A student has a school-approved work release privilege.
- A student meets the criteria established by Newberg High School administration and is eligible for off campus privileges.
- Parent permission must be provided for Juniors and Seniors wanting to receive off campus privileges.

● Parent's understand and agree by signing the Off Campus permission form:

- The Newberg School District, Newberg High School and staff are not liable for accidents, damage, or injury that may occur while students are off campus.
- Students could transport other students without parent knowledge or permission.
- A student who leaves the school grounds without authorized permission shall be considered truant.
- Consequences may occur as a result of being off campus without permission.

You may obtain an Off Campus Pass/Sticker at the bookkeeper's office. Students who leave campus without permission will be disciplined. Disciplinary actions may include, but are not limited to, suspension of driving privileges, restriction of parking pass, removal of all campus privileges, and other school disciplinary actions.

Please refer to the Newberg School District's Student Rights and Responsibility Handbook for the complete policy statement.

(Board Policies: [KK](#); [JEFA](#))

CLOSED CAMPUS/VISITORS/TRESPASSING

To help protect student and school property and to prevent disruptive activity, school officials must know if any persons who are not members of staff or the student body are inside the building or on the grounds. Students and staff may be asked to provide Newberg School District or Newberg High School identification at any time.

CLUBS & ACTIVITIES

Student clubs and performing groups such as the band, choir, cheer, dance, drama and athletic teams may establish rules of conduct, and consequences for misconduct, that are stricter than those for students in general.

CODE OF CONDUCT

The district has authority and responsibility for each student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

- Assault;
- Hazing, harassment, intimidation, bullying, menacing or teen dating violence;
- Coercion;
- Violent behavior or threats of violence or harm;
- Disorderly conduct, false threats and other activity causing disruption of the school environment;
- Bringing, possessing, concealing or using a weapon;
- Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
- Sexual harassment;
- Use or possession of tobacco, alcohol or drugs, including drug paraphernalia;
- Substance/Drug Abuse;
- Use or display of profane or obscene language;
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- Violation of district transportation rules;
- Violation of law, Board policy, administrative regulation, school or classroom rules.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year

for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

COMPUTER USE/DIGITAL CITIZENSHIP

- Responsible Use Expectations:

- Those who use district technology shall use good judgment and take responsibility for their own use of District computers and computer systems, using them in a responsible, ethical, and legal manner. The school board policy IIBGA and administrative regulation contain many other important details, which are shared below only in summary. To access the complete text, please visit policy.osba.org/newberg. Here are the key expectations and considerations:

- District technology is intended primarily for educational purposes.
- District users shall have no expectation of privacy when using District technology, and the district reserves the right to monitor all usage of District technology.
- District technology may not be used for unlawful purposes, communications that promote violence, viewing or sending obscene materials or pictures, harassment or bullying or intimidation or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, or disability.
- Do not modify technology equipment (hardware or software) without permission. Please note: this includes not adding stickers to devices.
- Violations of district technology policies may result in the loss of the privilege to use these tools, as well as disciplinary action appropriate to the type of District user.

- Taking Care of District Technology:

- Beyond the board policy specifically related to the use of technology (IIBGA and IIBGA-AR), other policies also are applicable to the times when students are using district technology. The Vandalism/Malicious Mischief/Theft policy (ECAB and the ECAB-AR) states that there are consequences for any willful destruction of district property, which includes district technology. Users may be held personally and financially responsible for intentional damage done to district technology. The district expects students to do all that they can to minimize unintentional damage. While some damage happens unintentionally in the normal use of technology, we expect students to treat devices with care and take reasonable precautions. Unintentional, accidental damage that happens during normal, careful usage of district technology will not result in consequences for the student, but intentional damage or an ongoing pattern of damage to district technology may lead to the consequences outlined in the board policy.
- Responsible for loss of computer and power cord.

(Board Policies: ECAB and ECAB-AR)

CONFERENCES

Regular conferences are scheduled annually to review student progress.

Teachers or other school staff may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not

maintaining behavior expectations; or (3) in any other case the teacher or other staff member considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent/guardian who wishes to confer with a teacher may contact the teacher to arrange a mutually convenient time.

CORPORAL PUNISHMENT

No student in the district shall be subjected to corporal punishment. Permission or direction to administer corporal punishment shall not be sought or accepted from any parent, guardian, or school official.

Corporal punishment is any act which is intended as punishment and has the effect of inflicting physical pain on the student. Corporal punishment does not include physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity voluntarily engaged in by a student.

This prohibition on corporal punishment does not preclude a school administrator, teacher, school employee or volunteer from using physical restraint, but only when necessary in an extreme and urgent situation to maintain order or to prevent a student from harming him/herself, other students, and school staff or property.

COUNSELING

All students are provided a counselor to help support their social, emotional, and academic growth. Counselors support students in the following domains:

Academic Planning:

- 4 year academic plans
- Individual and group planning and advising
- Scheduling/ Forecasting

Social/Emotional Development & Wellness:

- Individual and group counseling
- Suicide screenings and interventions
- Referrals
- Connection to community resources
- Mediation

College & Career Planning & Advising

- Individual counseling
- Senior Meetings
- Career research and planning
- Post-secondary exploration

Student Schedule Information

Schedule Corrections

Schedule corrections must be addressed during the first ten days of the semester. Students who have one or more of these issues should come to the Counseling Office **during the period in which the error occurs.**

The following issues are considered schedule corrections:

- There is an error in the student's schedule -for example, two periods of the same course
- There is an open period ("hole in the schedule")
- The student is missing a core class required for graduation

- The student is lacking the required prerequisite for a scheduled course
- A change to a different level is needed

Schedule corrections will not be made for the following reasons:

- Requesting a specific teacher
- Changing lunch periods

Every effort has been made to give students their forecasted courses. In most cases, counselors will not be able to honor schedule changes for unwanted elective or core classes, as classes are full.

Dropping Classes

Students who drop a class after the first 10 days of a semester will receive an F for the semester. In extenuating circumstances, such as illness, an administrator may approve dropping a class without an F.

Repeating Classes

- Core classes may not be repeated, unless failed, for core credit
- Some elective courses may be repeated for credit. This is noted in the course descriptions in the NHS Course Guide.
- When repeating a course previously taken and passed both grades will show on the transcript and be calculated into the GPA.

DANCES AND SCHOOL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Inappropriate behavior will result in being asked to leave the event or dance. Parents will be notified.

DETENTION

Detentions are assigned by administrators or designee. Detentions that are assigned for major behaviors will be served after school. A 3:45 PM activity bus will be provided. Detentions may consist of study hall, community service, and behavior interventions.

DISCIPLINE AND DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary actions may include using one or more of the following discipline management options. These options may include involving teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Expulsion

- A student may be expelled for severe or repeated violations of the Student Code of Conduct.
- No student may be expelled without a hearing unless the student's parent/guardian or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.
- An expulsion shall not extend beyond one calendar year.
- The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights and alternative education provisions as required by law.

Suspension

- A student may be suspended from school for up to and including 10 school days for violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.
- An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, and a plan for readmission.
- Every reasonable and prompt effort will be made to notify the parents of a suspended student.
- While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.
- School work missed by a student while on suspension may be made up upon the student's return to school.

DRESS & GROOMING

The total learning climate of school is important to the academic and behavioral progress of students. The District's educational system places major emphasis upon developing an environment where the teaching-learning process shall flourish. In order to support learning, students shall wear clothing that is proper for the school environment. Clothing shall not be worn that adversely affects the health or safety of students, is damaging to school facilities or is disruptive to the learning process. The dress code shall apply to students at all times when they attend school or any school district facility or when representing the District at any school sponsored event.

Students shall dress appropriately for school. Violations of this dress code shall be treated as disruptive behavior in violation of the student rights and responsibilities handbook. However, dress code violations shall not carry over on the student's discipline record to subsequent years.

Student dress is the responsibility of the student and parents. Students shall dress properly for school and in a manner that is not disruptive to the learning environment. In order to provide an atmosphere conducive to learning and to ensure the safety, health and well-being of all students and staff, all students shall follow the guidelines listed below:

- Students may not wear clothing with writing, slogans, slang, pictures or symbols that portray alcohol, tobacco, other drugs (or their manufacturers) or weapons.
- Students may not wear clothing with writing, slogans, slang, pictures or symbols that depict obscenities, vulgarity, racism, violence, sex, gang affiliation or hostility to any group of people or organizations.
- Students must wear clothing including both a shirt with pants or skirt (or the equivalent), and shoes. Shirts and dresses must have fabric in the front and on the sides. Clothing must cover undergarments (waistbands and bra straps excluded). Fabric covering all private parts and must not be see through.
- Students in high school may wear hats, caps, or other head apparel in the school building, as long as the face and ears are visible. Head apparel which is part of a student's customary religious attire is permissible. All students must be identifiable by staff.

- Students must wear clothing that is suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Students in specialized courses may be required to wear specialized attire, such as sports uniforms or safety gear.

The principal or designee shall make the decision if a student's appearance meets the dress code standards. The principal's decision on the propriety of dress is final. Violations of the dress code shall result in the student changing into proper attire and returning to class. In addition, the following range of consequences may be implemented:

1. Verbal warning;
2. Written warning requiring a reply from student's parent or guardian;
3. Parent conference;
4. In-school or out of school suspension
5. Expulsion for serious or continuing infractions.

This dress code shall apply to students at all times when they attend school or any school district facility or when representing the district at any school sponsored event.
(Board Policies: JFCA & JFCA-AR)

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

- At least one fire drill will be conducted each month.
- At least two earthquake drills will be conducted each year.
- At least two lock-in/lock-out drills will be conducted each year.
- A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students.
- When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION

The District implements a comprehensive prevention and intervention program by working within and through curriculum and classroom activities. Newberg High School Administration and Faculty share in the effort to exercise appropriate disciplinary measures that will be utilized to prevent /intervene in the misuse of drug substances by students. Administrative and faculty effort and appropriate disciplinary measures will be utilized to prevent/intervene in the misuse of drug substances by members of the school population.

Student Responsibility:

- Students have a responsibility not to attend school or school activities under the influence of drugs or alcohol.
- Students have a responsibility not to possess drugs/alcohol or paraphernalia at school or at school related activities.
- Students have a responsibility not to purchase drugs/alcohol or paraphernalia on school campuses or at school related activities.
- Each student has the responsibility to contact a staff member in regard to the drug or alcohol used by another student.
- Each student has the responsibility to contact a staff member if he/she needs assistance with a drug or alcohol problem.
- A student who seeks assistance for his/her drug or alcohol problem will be informed of available services.

- School staff will work with the student and parents to obtain free assistance or assistance at the family's expense including, but not limited to, assessment, counseling, and routine urinary analysis.

Refer to the disciplinary matrix for consequences regarding inappropriate use or possession of tobacco/tobacco products/vape pens, alcohol, OTC drugs and illegal substances. (*Board Policies: [IGAEB & IGAEC](#), [JEA & JEA-AR](#); [JED](#), [JED-AR](#)*)

EMERGENCIES AND ILLNESSES

• Communicable Illnesses or Disease

Parents/Guardians of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. These diseases include: cholera, diphtheria, measles, meningitis, whooping cough, plague, rubella, tuberculosis and pandemic flu. Restriction for the following diseases may be removed by the school nurse: chickenpox, mumps, scabies, staph infections and strep infections. For head lice, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. Parents with questions should contact the school office.

• Illness at school

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible and must report to the health room located in the counseling office. Students should go to health room rather than calling parent on their cell phone from another location in the building. In the case of a serious illness or injury, the school shall attempt to notify a parent/guardian according to information provided on emergency forms and submitted by the parent/guardian to the school. Parents/Guardians are encouraged to update this information as often as necessary.

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

FINES/FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Club dues
- Security deposits
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student
- Classes with a lab component
- Personal physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
- Student accident insurance and insurance on school-owned instruments
- Instrumental rental and uniform maintenance
- Student identification cards replacement
- Fees for damaged library books and school-owned equipment including Chromebook and power cord. +

- Lock or locker deposits
- Fees for use of towels provided by the district for P.E. classes or athletics
- Field trips considered optional to the district's regular school program
- Admission fees for certain extracurricular activities
- Participation fees or "pay to play" for involvement in activities

FIELD TRIPS

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

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct and Board Policy.

(Board Policies: JFCEA)

GRADUATION

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an honors diploma, an extended diploma or an alternative certificate may participate in graduation events. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in any of the district's graduation events. Additionally, students may be denied participation in end of year activities and /or graduation events for violation of Board policies, administrative regulations or school rules.

HALL PASS

At Newberg High School it matters that students are in class learning. It also matters that learning time for all students is respected. Students must carry a Hall Pass at all times when they exit the classroom while classes are in session.

- Students have six minutes of passing time between classes to socialize and to get their affairs in order. All materials must be retrieved from lockers during this time.
- The halls will be clear during the first 15 minutes and last 15 minutes of each class to minimize distractions and optimize learning for each student.
- Students will sign out of each classroom by using the whiteboard located next to the classroom door. The student will put their name and time left to ensure that the teacher knows the location of every student in the building.

- Teacher aides, wearing a TA badge, will be permitted to leave class when instructed to do so by the teacher.

Students who sign out to go to the restroom or office and make other stops along the way may be referred to the office.

- Every adult will respectfully ask every student they see in the hall to show a hall pass.
- Students without a hall pass will be sent back to class.
- Students should expect to have a conversation with every adult they see when they are out of class during class time – even when they have a visible hall pass.
- Students who abuse the hall pass policy may have their hall pass privileges revoked and additional consequences may be assigned by staff or administration.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBER BULLYING/MENACING/ TEEN DATING VIOLENCE

The District is committed to providing a positive and productive learning and working environment. Hazing, harassment, dating violence, intimidation, menacing, bullying, and acts of cyberbullying by students, is unacceptable behavior and strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy shall be subject to discipline, up to and including expulsion. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended at least twice or expelled for assaulting or menacing another student, staff or third party, willful damage or injury to District property, or for the use of threats, intimidation, harassment or coercion against another student, staff or third party. Students may also be referred to law enforcement officials.

Definitions:

“Harassment, intimidation or bullying” means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to District grounds, at any District-sponsored activity, on District-provided transportation or at any official District bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Menacing” includes, but is not limited to any act intended to place a school employee, student or third party in fear of imminent physical injury.

“Dating violence” means: a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, or behavior by which a person uses or threatens to use sexual violence with the person.

“Hazing” includes, but is not limited to: any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social

contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

“Protected class” means: a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Cyberbullying” is: the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students shall refrain from using personal communication devices or District property to harass or stalk another.

● **Cyberbullying:** Oregon Law as stated in Senate Bill 1555 ORS 339.351 to 339.364

- “Cyberbullying” means the use of any electronic communication device to harass, intimidate or bully.
- Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - Physically harming a student or damaging a student’s property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
 - Creating a hostile educational environment.339.353.

“Retaliation” means: hazing, harassment, intimidation, menacing, dating violence, bullying and/or acts of cyberbullying toward a person in response to actual or apparent reporting or participating in the investigation of hazing, harassment, intimidation, menacing, dating violence, bullying and/or acts of cyberbullying or retaliation.

(Board Policy: JFCF & JFCF-AR)

HOMEWORK

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

ID CARDS AND SCHOOL STICKERS

Students will need to carry their school identification cards at all times. While on campus, students are requested will be required to wear ID card around their neck in plain sight. We ask students to show their face and ID card, be patient and courteous while gaining entry into the building when locked. Students meeting requirements for off campus passes and/or who have early release must present their ID cards as they leave campus. If you need a replacement student identification card, please contact the Counseling Center.

IMMUNIZATIONS

All students must be fully immunized in accordance with Oregon Revised Statutes and rules related to immunization or they may be excluded from school until immunization requirements are met. A certificate or statement indicating, that for medical or religious reasons, the student should not be immunized may be presented. Copies of medical records are acceptable proof

of immunization.

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

LOCKERS

You can obtain a locker and combination at the Attendance Office. Lockers are provided for student use and remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible to make certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials. Contact campus monitors if you need assistance with your locker.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned into the school office. Unclaimed articles will be disposed of periodically. Lost and found is located in the main hall by the athletic/activities office.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary with proper documentation.

District-Administered Medication

- Requests for the district to administer medication shall be made by the parent/guardian in writing.
- Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.
- Written instructions of the parent/guardian which include the information above are required for all requests to administer non prescription medication.
- All medication to be administered by the district is to be brought to school by the parent/guardian in its original container. Medication not picked up by the parent/guardian within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Self-Medication

- Students in grades K-12 are only permitted to self-medicate prescription and nonprescription medication upon written request of the parent and principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.
- All medication must be kept in its appropriately-labeled, **original container**. The student's name is to be affixed to nonprescription medication.
- Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

- Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the counseling office for additional information and forms.

POSTERS

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

SEARCH & SEIZURE

Administrators or designees may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Such searches may be conducted at any time on school property or when the student is under the jurisdiction of the District at school-sponsored activities.

All searches for evidence of a violation conducted by the school shall be subject to the following requirements:

- The administrator or designee shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
- The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex and maturity of the student and nature of the infraction.

District administrators or designees may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspection of District property assigned to students may be conducted at any time. Use of drug-detection dogs, metal detectors, or other detection devices, may be used only on express authorization of the Superintendent.

District administrators or designees may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may also be searched by law enforcement officials on District property or when the student is under the jurisdiction of the District upon the request of law enforcement official or upon the request of a school administrator or designee.

(Board Policies: [JEG](#), [JEG-AR](#), [KN & KN-AR](#))

STUDENT RIGHTS AND RESPONSIBILITIES

- Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public schools; the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school;
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
- The right to privacy, which includes privacy in respect to the student's school records;
- The right to due process of the law.

Students have the right to know the behavior standards expected of them, as well as to know the consequences of misbehavior.

VEHICLES ON CAMPUS

Regulations are necessary to ensure orderly parking, use of student vehicles, and to prevent dangerous traffic patterns. Movement of students during required school hours is confined to school property except when specifically excused for reasons such as medical appointments or educational programs such as cooperative work experience and district assigned tutoring. When circumstances require it, a building administrator may direct that vehicles be towed from the school grounds at the owner's expense. The building administrator may exclude a student from the privilege of driving on campus at any time of the day or night.

- All student vehicles driven to school must be registered with the school administration. A purchased NHS parking pass must be displayed in the car in plain view.
- **STUDENTS MAY NOT RETURN TO THEIR CARS DURING THE SCHOOL DAY.** Once in the building the ONLY exceptions are those with off campus passes or leaving with permission.
- Students will not loiter in the parking lot. Once on campus students must enter the school building.
- No student vehicle will be permitted to leave the school grounds during the hours in which school is in session without the permission of school administration.
- Local and state traffic laws must be obeyed.
- Unnecessary noise, dangerous driving, and/or misuse of any vehicle will not be tolerated.
- Disciplinary actions may result from misconduct while driving on campus such as, parking pass revoked, suspended parking privileges, suspension from school and other actions as deemed appropriate by administration.
- All student vehicles must be parked in the designated assigned parking space, between white lines, or risk being fined.
- Students are **not allowed to take other students off campus who do not have off campus privileges.**
- Students should not leave valuables in cars. It is highly recommended that cars are locked during school hours and events.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles and other forms of transportation ridden to school by students must be parked in the designated area on school grounds. Skateboards are not allowed to be rode on school grounds during the school day or at school events and should be stored in the main office. Students under the age of 16 must wear a helmet as required by law.

The school and district assumes no liability for loss or damage to vehicles, bicycles or other forms of transportation.

(Board Policies: [ECD: JHFD & JHFD-AR](#))

VISITORS

To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the main office on the North entrance of Newberg High School Campus upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. Students will not be permitted to bring visitors to school, except in rare circumstances, and only with prior approval of the principal.

WEAPONS

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

- “Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.
- “Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.
- “Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.
- “Destructive device” is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

A weapon may also include, but not be limited to: a knife, metal knuckles, straight razor, irritating gas, replica of a weapon or another similar item used by an individual with the intent to harm, threaten, or harass student, staff members, parents, and/or patrons.

Dangerous items are defined as the possession (of a person, in a locker, in a book bag, etc.) and/or use of any item (may include but is not limited to: fireworks, ammunition, matches, pocket knives, lighter, mace, pepper spray, or any item that has the potential to inflict harm). Dangerous items are prohibited on district premises or any other premises where official school functions are conducted. Dangerous items will be confiscated. Confiscated items may be returned to parent/guardian by appointment with the principal or his/her designee. Disciplinary action for possession of dangerous items may result in consequences up to and including expulsion.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.