

JEWELL SCHOOL DISTRICT #8
STUDENT HANDBOOK
GRADES 6-12
2016 – 2017

Jewell School District: 83874 Hwy 103, Seaside, OR 97138
Phone: 503.755.2451 Fax: 503.755.0616

*“Competing Globally, Contributing Locally,
Creating Unlimited Possibilities.”*



General Information / Contact Information

Jewell School District #8

Address: 83874 Hwy 103, Seaside, OR 97138

Website: *http://www.jewell.k12.or.us*

School phone: (503) 755-2451

School fax: (503) 755-0616

Superintendent:Alice Hunsaker
Principal:Terrence Smyth
Coordinator of Business Services:Tera VanDyke
Administrative Secretary:Allyce Chronister
School Secretary:Jennifer Littlepage
Counselor:Elizabeth Larsen

Welcome

Welcome to the Jewell School. We look forward to working with students and parents to create a school setting that is safe, challenging, and productive for everyone. It is our hope that students will take advantage of everything that the Jewell School has to offer and make this year successful and memorable.

The information provided in this student/parent handbook is offered as a guide to what the Jewell School offers and expects. We encourage students and parents to read and discuss the information together at the start of the school year in order to understand what is expected and become an important part of our school community. **Please read it with your child(ren), sign the last page, and return it to the school as soon as possible.**

If you ever have any questions about our programs or expectations please do not hesitate to call the school at 503-755-2451.

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Breakfast/Lunch Program

Prices:	Lunch	Breakfast
Student	\$1.25 (Pk-5 th) \$1.50 (6-8 th) \$1.60 (9-12 th)	\$1.00
Reduced	\$0.40	\$0.00
Adult	\$3.00	\$1.00

Building Hours

School starts at 8:00 a.m. on all school days with the exception of Wednesdays. Every Wednesday of the School Year, Jewell School will have a late start beginning at 9:00 am. (Please see district calendar for exceptions). The time before school on “Late Start Wednesdays” will be used for staff professional development.

Regular Schedule:

7:30 am.....Breakfast Begins.....
8:00 am.....School Starts.....
2:54 pm..... Dismissal.....

Wednesday Schedule:

8:30 am
9:00 am
2:54 pm

Early Releases (Dismissed at 12:00 PM)

October 13th
November 23rd
December 16th
March 23rd
June 9th

Holidays/Professional Days (No School)

September 2 nd & 5 th	October 14 th
November 4 th , 11 th , 24 th & 25 th	December 19 th – January 2 nd
January 2 nd , 16 th , 27 th	February 22 nd
March 24 th , 27 th – 31 st	April 7 th
May 29 th	

Parent Conference Schedule

October 13th – 12:00 dismissal with conferences going from 1:00 to 8:00.
October 14th – Conferences from 9:00 to 12:00.
March 23rd – 12:00 dismissal with conferences going from 1:00 to 8:00.
March 24th – Conferences from 9:00 to 12:00.

School Delays or Closures

If the start of school will be delayed or canceled for any reason, we notify the following television stations: KATU, KOIN and KGW. We will also be sending phone messages out to all families on the School Messenger system.

Assault

Assault is prohibited on school grounds and/or at school sponsored activities. Assault is defined as any violent physical contact or attack of one student by another. Any student who assaults another individual will be suspended out of school from three to five days. Expulsion will be pursued for any student suspended for fighting and/or assault three or more times during the school year. Depending upon the circumstance, a Sheriff's Office referral may be filed in the event of an assault.

Attendance Policy

School attendance is mandatory according to state law. Jewell School District (Policy JE) intends that students have maximum opportunities for academic growth and achievement. Experience and research has determined there is a direct positive correlation between attendance and school performance.

When a student has been absent, he/she must bring a note from a parent or guardian. If absent for more than three consecutive days, a note from a medical authority may be requested. The student presents the note at the school office before school begins or before going to any class. The office secretary will enter the information in the computer. Advance notice should be given in writing for any anticipated absences such as medical appointments or family trips. When a student anticipates being gone for more than a day, he/she must meet with his/her teachers to discuss any work to be missed. **Tests and quizzes should be taken before you leave if at all possible.** Any time a student leaves the campus for an approved, pre-arranged absence (other than school events) he/she must check out at the office prior to leaving the school grounds and check in upon return.

All students are expected to maintain regular school attendance. State Law (ORS 339.065) defines **irregular** attendance as students who have eight ½ days or four complete days unexcused absences in any four-week period (20 school days) during which the school is in session. If the school district determines that a student is not maintaining regular attendance a letter will be sent to parents/guardians notifying them of the irregular attendance and a meeting may be arranged with parents to solve the problem. If the student continues to have non-regular attendance, the school may notify the Truancy Officer at the N.W. Regional Educational Service District and/or impose a fine of up to \$150 as provided by ORS 339.925.

Excused Absences

- Personal illness of the student
- Medical or court appointment with written verification by the medical professional, court representative or parent
- Serious illness or death in the family
- Family emergency as determined by a school official
- Religious holiday
- Prearranged absences as approved by a school official

- School-sponsored activities. While absences for school-sponsored activities are automatically excused, the student should arrange ahead of time to get any assignments he/she will miss (All other absences will be considered unexcused.)

Behavior Expectations

Jewell is a Positive Behavior Interventions and Support (PBIS) school. PBIS is a system where expectations (rules) are taught to all students specifically for each area of the school. (Cafeteria, Library, Assemblies, Etc.) The school expectations and consequences have not changed from years past, the difference is that we are teaching them explicitly and rewarding students for positive behavior.

The foundation of PBIS is built on the three major principles, Be Safe, Be Responsible and Be Respectful. Below you will see “The Jay Eight”, which are school-wide expectations, specific expectations for each area of the school, an explanation of the reward system and the consequences for not meeting expectations. The chart gives detailed examples of what it looks like to be Safe, Respectful, and Responsible in each area. Staff also use a school-wide common language. For example: If a student is running in the hallway the staff member would put what he/she expected in **positive terms** such as “Please walk” instead of “Don’t run” and talk about expectations in terms of being Safe, Respectful, and Responsible.

The “Jay Eight” Everywhere in and around the School

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Follow the directions of all staff the first time given 2. Use appropriate language and volume 3. Walk in the building facing forward 4. Respect people and property | <ol style="list-style-type: none"> 5. Keep hands, feet, and objects to self 6. Have a hall pass when leaving class time 7. Dress appropriately 8. Always do your best in everything |
|--|---|

	Be Safe	Be Respectful	Be Responsible
Setting	Be free from physical and emotional harm.	Be honest, dependable, and accountable.	Be honest, dependable, and accountable.
Assembly	<ul style="list-style-type: none"> ▪ Enter/exit in a quiet, orderly fashion ▪ Keep walkways clear 	<ul style="list-style-type: none"> ▪ Focus on presentation ▪ Show appropriate responses ▪ Turn off electronic devices ▪ Sit appropriately in designated area 	<ul style="list-style-type: none"> • Leave distractions in classroom • Use restroom before assembly • Wait for natural break to leave or enter
Bathrooms	<ul style="list-style-type: none"> ▪ Wash and dry hands ▪ Soap and water belong in the sink 	<ul style="list-style-type: none"> ▪ Flush ▪ Give others’ privacy 	<ul style="list-style-type: none"> • Clean up after yourselves • Return to class promptly • Conserve resources • Report problems in the bathroom to your teacher immediately
Bus	<ul style="list-style-type: none"> ▪ Back to back, seat to seat ▪ Make eye contact with the driver before crossing and cross in front of the bus when directed by the driver ▪ Keep aisles clear ▪ Keep hands clear and use handrail 	<ul style="list-style-type: none"> ▪ Use your quiet inside voice ▪ Keep the bus clean and free from damage ▪ Gum free zone ▪ Be courteous to the driver and others 	<ul style="list-style-type: none"> • Follow bus driver instructions promptly • Keep hands, feet, and other objects to self and inside the bus • Arrive at the bus stop five minutes early • Know and follow emergency procedures

Cafeteria	<ul style="list-style-type: none"> ▪ Wash hands before eating ▪ Use all seating and tables appropriately ▪ Place all coats and backpacks in designated areas 	<ul style="list-style-type: none"> ▪ Say please and thank you ▪ Use good manners ▪ Be patient in food line, give others space 	<ul style="list-style-type: none"> • Clean up your area and stack trays • Take only the amount of food you will eat • Wait to be dismissed
Office	<ul style="list-style-type: none"> ▪ Check in with office personnel before going to the health room ▪ Leave the school only with parent/guardian ▪ Please sign out 	<ul style="list-style-type: none"> ▪ Have a pass to enter the office ▪ Ask before using the phone ▪ Come to the office immediately when paged ▪ Remain quiet while waiting 	<ul style="list-style-type: none"> ▪ Politely state your purpose for being in the office ▪ Be patient, wait your turn ▪ Control your language and the volume of your voice
The Commons	<ul style="list-style-type: none"> ▪ Sports free zone ▪ Use all seating and tables appropriately 	<ul style="list-style-type: none"> ▪ Appreciate objects on the wall with eyes only ▪ Be respectful of other learners 	<ul style="list-style-type: none"> • Use electronics appropriately • Clean up after yourselves • Conserve resources
Computer Lab	<ul style="list-style-type: none"> ▪ Stay on filter, use approved websites ▪ Use tools and equipment with adult supervision only 	<ul style="list-style-type: none"> ▪ Honor user agreement contracts ▪ Food, drink and gum belong outside ▪ Report problems or damage to teacher or tech director 	<ul style="list-style-type: none"> • Enter quietly and use quiet voice • Log on and off with personal user name and password • Print with permission only • Use equipment appropriately
Hallway	<ul style="list-style-type: none"> ▪ Focus on presentation Walk on the right hand side Act in a calm manner 	<ul style="list-style-type: none"> ▪ Quiet voices at all times ▪ Use kind words and actions ▪ Be aware of others 	<ul style="list-style-type: none"> • Use passing time wisely • Use drinking fountains appropriately
Library	<ul style="list-style-type: none"> ▪ Focus on presentation Sanitize hands upon entering Act in a calm manner Use all seats and tables appropriately 	<ul style="list-style-type: none"> ▪ Use kind words and actions ▪ Use library voices at all times ▪ Stay in student designated areas ▪ Respect materials and property 	<ul style="list-style-type: none"> • Come with specific task • Use technology appropriately • Ask permission to print • Clean up after yourself
Locker Room	<ul style="list-style-type: none"> ▪ Keep water in shower area ▪ Use towels for intended purpose only ▪ Keep exterior doors closed 	<ul style="list-style-type: none"> ▪ Give people privacy ▪ Use appropriate language 	<ul style="list-style-type: none"> • Keep personal property locked up • Bring appropriate clothing • Arrive and leave with enough time to dress and shower • School towels/clothing stay in locker room
Playground/ Recess	<ul style="list-style-type: none"> ▪ Follow playground rules ▪ Use equipment for intended purpose ▪ Stay within the boundaries ▪ Wear appropriate shoes ▪ Avoid play fighting/roughhousing 	<ul style="list-style-type: none"> ▪ Include everyone ▪ Share equipment ▪ Take turns 	<ul style="list-style-type: none"> • Return equipment • Play by the rules of the game • Respond to the whistle or bell • Food and drink remain in designated area

Positive Reinforcement Plan

Planned positive reinforcement is very effective in promoting desirable change in student behavior. Jewell's reinforcement system includes "Jewels". The following section describes how each of these recognitions is used.

1. **Name of coupon:** "Jewels"
2. **Who can give the Jewels out?**
 - ★ Any adult who has been trained in PBIS use of reinforcements.
 - ★ Any adult can give it to any student in the school.
3. **Who are they given to?**
 - ★ Any student who is demonstrating any behavior that is safe, respectful, or responsible.
 - ★ Staff will not give tickets to students who ask for them.
4. **When are they given?**

- ★ Staff should hand out “Jewels” frequently (everyday). The goal is to give our 4+ positives for every reminder or re-direct.
5. **Where are they given?**
- ★ Any area in the school.
6. **What may students do with the “Jewels”?**
- ★ Student writes his/her name and teacher’s name on the “Jewels”.
 - ★ Each Level, elementary, MS, and HS will have a box for students to place their “Jewels”.
 - ★ Each Friday the Jewels are collected and a drawing is held with prizes given.

Specific Consequences for Inappropriate Behavior

Behavior Strategies:

Staff will maintain consistent and clear expectations for students, providing redirection and/or Trackers for minor inappropriate behavior and Office Referrals for major behavior offenses.

Behavioral Expectations

All teachers will provide students with written guidelines for their classroom. The following are common guidelines that apply to all classrooms.

- Students will arrive to class prior to the tardy bell.
- Students will bring required materials to class.
- Students will exhibit behavior that is conducive to completion of classroom activities, create a positive environment, and provide an atmosphere of mutual respect.
- Students will make every effort to accomplish the goals of the course.

Serious violations will be referred to the office for immediate administrative intervention. Most violations, such as negative attitude, minor disruptions, sleeping, excessive talking, not following directions, etc. will be dealt with by the teacher according to the following guidelines:

- **Classroom Management Plan:** Clear expectations for student behavior are communicated to the student with a written copy on file with the building principal.
- **Teacher Intervention:** Teacher implements changes to increase positive behavior. Such changes should include: proximity, confrontation, conferences, seat reassignment, assigning consequences, etc.
- **Parent Contact:** A Tracker is issued to the student and the teacher calls the parent to inform them of the problem. Personal contact by telephone is recommended.
- **Administrative Referral:** The student will be sent to the office for administrative intervention and consequences. The administration may require a parent conference for classroom return.

Trackers:

If a student has been reminded of the expectations but continues to display **minor** inappropriate behavior a tracker is issued. A Tracker is a form with possible locations of the incident and the problem behaviors listed. The staff person fills it out, explains to the student why he/she is receiving the Tracker, gives a copy to the student and the office, and then calls the parent of the student to explain what happened.

Trackers are a **warning** and **not a referral**. If the student continues to disregard the expectations, or commits a higher level offense, an Office Referral is issued.

Violation/Consequence Step: Consequences listed in the matrices below are arranged in sequential order to correspond to the number of times that each violation has occurred. The first time a violation occurs, the first offense listed will be the consequence. The second violation of the same offense will be followed by the second consequence listed and so on. School Administration or designee may choose to move to a higher level of consequence at any time as deemed appropriate.

LEVEL I	
VIOLATION	CONSEQUENCE STEP
School or Campus Disruption	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Leaving Campus w/o Permission, Truancy, Skipping	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Bus Rules	Lunch Detention, 1/2 day ISS, Full day ISS, OSS, Bus suspension
Cafeteria Rules	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Classroom Disruption	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Rough Housing	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Library/Media Center Rules	Lunch Detention, 1/2 day ISS, Full day ISS, OS
Public Display of Affection	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Electronic Devices Misuse	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Swearing, Vulgarity, Profanity, and/or Obscene Behavior	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Possession of Pornography	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Cheating or Plagiarism	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Defiance / Insubordination	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Internet Misuse	Internet contract enforcement/administrative referral, loss of computer privileges
Parking or Vehicle Misuse	Lunch Detention, 1/2 day ISS, Full day ISS, OSS, possible Sheriff's Office referral
Theft	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Destruction of Property/ Vandalism	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Trespass	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
Bullying, Harassment	Lunch Detention, 1/2 day ISS, Full day ISS, OSS
LEVEL II	
VIOLATION	CONSEQUENCE
Use of and/or possession of tobacco and/or tobacco look-alikes	Sheriff's Office referral, 2, 3, day OSS, expulsion
Use of and/or possession of Drugs, alcohol, look-alikes	Sheriff's Office referral, 2, 3, day OSS, expulsion
Distribution of above	Sheriff's Office referral and OSS, pending expulsion
Indecent Exposure	3 day OSS, 5 day OSS, Expulsion Recommendation, possible Sheriff's Office Referral
Verbal, Sexual, Racial Harassment	1/2 day ISS, Full day ISS, OSS Possible Sheriff's Office referral
Fighting	3 day OSS, 5 day OSS, Expulsion Recommendation, possible Sheriff's Office Referral

Assault	3 day OSS, 5 day OSS, Expulsion Recommendation, possible Sheriff's Office Referral
False Alarms, Setting Fires, Bomb Threats, etc.	OSS, Possible Recommendation for Expulsion, Sheriff's Office Referral
Firearms, Weapons, Dangerous Instruments, Explosive Devices, and/or "Look-alikes"	OSS, Possible Recommendation for Expulsion, Sheriff's Office Referral
Bullying	1/2 day ISS, Full day ISS, OSS Possible Sheriff's Office referral

Bus Expectations

While riding the school bus, students will:

1. Obey the driver at all times;
2. Keep objects to self;
3. Keep any weapon as defined by Board Policy JFCJ – "Weapons in the Schools" off of the bus;
4. Keep hands, feet, and objects to yourself;
5. Stay seated while the bus is in motion;
6. Keep hands, head, feet, or objects inside the bus at all times;
7. Keep matches, other incendiaries, and explosive devices off of the bus at all times;
8. Use emergency exits only as directed by the driver;
9. Respect school property and the personal property of others;
10. Keep from making threats of physical harm to the driver or other riders;
11. Use respectful language free from obscene statements;
12. Keep from possessing and/or using tobacco, alcohol, or illegal drugs;
13. Keep glass containers or other glass objects off of the bus;
14. Keep aisles clear of objects for safe entry or exit from the bus;
15. Accept assigned seats;
16. Obey coaches, teachers, and chaperones at all times.

Cafeteria Services

Jewell School District's Food and Nutrition Services participates in the National School Lunch and School Breakfast Program. Nutritious breakfast and lunch meals are served each school day. Children may buy meals at the published school prices. For those who qualify, meals are also available for free or at a reduced price. The Free and Reduced application form is available in the office. All meals served meet nutritional standards established by the U.S. Department of Agriculture.

Cheating or Plagiarism

First Offense per Class:

- The teacher will notify the student's parents.
- The student will receive an "F" on the assignment/test and lose any make-up opportunity.
- The student will be notified that a second occurrence of cheating or plagiarism may result in the loss of class credit.

Second Offense per Class:

- The teacher will notify the student's parents.
- The student may lose credit for the class involved for the current semester.

Class Changes

For up to and including the first ten days of a semester, students may change classes without penalty. After that date, students may make class changes only if both the teacher from whose class the student is leaving, parent permission is received, and the teacher to whose class the student is transferring, agree to sign the class change form. Withdrawal from class due to failing grades when placement is not an issue will result in a permanent failing grade.

Class and Club Responsibilities

Activities which a club or class may wish to initiate or develop must have approval of the Student Council. A Class/Club Activity Sheet must be completely filled out and submitted to the President on the Friday prior to the Student Council meeting.

The District Adopted Budget does not sponsor club and class activities. The club must pay all costs incurred for activities; if the District incurs the cost, the club must reimburse the District, i.e., decorating supplies, long distance phone calls, postage, etc.

Closed Campus

Jewell students are to remain on campus during the entire school day beginning with arrival at school and ending when the last class has been dismissed. Leaving campus for any reason is prohibited unless expressly approved by the administration. Any visitor to campus must check in at the office.

Dance Regulations

- All dances are to be cleared through the student council and administration.
- All dances are to have an activity sheet completed detailing who is responsible for the following areas: chaperoning, clean-up, advertising, refreshments, decorating, and ticket taking.
- Students shall dress and behave appropriately for all dances. The regular school discipline policy shall govern any and all rule infractions at extra-curricular events.
- If a student leaves a dance for any reason, he/she shall not be permitted back in the building.
- Anyone who is not a Jewell School student and who desires to attend a dance at Jewell School must be no older than twenty (20) years of age and cannot be a former student who has had significant discipline or attendance issues while attending Jewell School.
- Must obtain a guest pass from Jewell School and, in the case of a high school student currently enrolled in another school, have their school administration or counseling department sign and complete their portion of the Guest Pass form at least one day prior to the date of the visit.

Directory Information/Public Notice/Exclusions

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released through appropriate procedures:

- Student's name;
- Student's address;

- Student's telephone listing;
- Student's photograph;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended.

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

Dress Code

We expect each student's clothing to be clean, safe and have an appearance that is not distracting or potentially disruptive. Clothing that publicizes drugs, alcohol or tobacco, or is sexually, racially or religiously prejudicial is prohibited. Outer clothing must cover all undergarments. Bare-midriff tops, tube tops, and halter-tops and are not considered appropriate school attire. Garments that display any cleavage are considered inappropriate dress. Skirts must be no shorter than the fingertips of the student when their arms are at their sides. All clothing must be opaque enough to cover corresponding skin and undergarments. If you wear clothing that is deemed to be see through, including leggings/spandex, you may be asked to cover those see through areas appropriately. Students wearing inappropriate clothing will be asked to change into appropriate garments. A refusal to do so will result in either in-school or out of school suspension for the remainder of the school day. Students who represent the school in a co-curricular activity may be required to meet additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met. The wearing of blankets at school is not allowed for health and safety reasons. Blankets pose a health concern as a vehicle to spread head lice as well as the possible concealment of prohibited and/or dangerous items.

Electronic Devices - iPods, MP3, Cell Phones, Pagers and other Electronic Devices

The use of iPods, MP3, Cell Phones, and other Electronic Devices are permitted in hallways or common areas including the cafeteria, library and multipurpose room. They are also allowed on the bus and outside the building. Personal phones, iPods, and MP3 players must be used with headphones at all times. Personal phones, iPods, and MP3, at the teacher's discretion, may be used in the classroom for their listening enjoyment only. If the use of such equipment becomes a disruption, then the student will lose the privilege of using the device. Should the classroom teacher elect not to allow the use of these

devices in their classroom, then the device and earphones may be secured in a location completely separate from the student's person i.e. locker.

Emergency Procedures

Any school, because of activities sponsored, can be a site where accidents occur. Usually, the area where injury potential is most apparent is the playground. If an injury occurs, it will always be our intent to apply emergency first aid procedures as a response to any bleeding or other trauma that may be discernible. Most of our staff has a current first aid card. If an injury looks complicated we will try to involve the most qualified or experienced people available to assist with services. We will always attempt to call a parent, guardian, or the emergency number listed on student registration information. There may be occasions when the injury may warrant calling an ambulance. If so, we will initiate that action after consideration of all factors evident. Our basic intent and obligation is to protect you and do the best possible job in responding to any injury or accident when it occurs. **It is a parent's responsibility to always keep the school updated on emergency information such as place of employment, telephone number, person to contact in the event a parent cannot be reached, etc.** In the event that a parent or legal guardian is unavailable to be contacted, the school reserves the right to act in a timely manner as circumstances require.

Fighting

Fighting (mutual physical combat) is prohibited on school grounds and/or at school sponsored activities. This includes any violent physical contact that precipitates a fight. No distinction is made between participants as long as both are involved beyond self-defense measures. Students who fight will be suspended out of school from three to five days. Expulsion will be pursued for any student suspended for fighting and/or assault three or more time during the school year. Depending upon the circumstance, a Sheriff's Office referral may be filed in the event of an assault.

Firearms, Weapons, Dangerous Instruments, Explosive Devices, and/or "Look-Alikes"

Irrespective of student intent regarding the use of the firearm, weapon, dangerous instrument, explosive device, and/or "Look-Alike", student possession on any school ground or at a school activity and/or use of any of these items will result in an automatic Sheriff's Office referral, OSS, and a mandatory expulsion hearing as dictated by Oregon Revised Statute. Violators will also be required to undergo a professional risk assessment, at their own expense, prior to returning to school.

Fire Alarm/Drills

The following procedures are to be followed during an emergency evacuation of the building for fire, bomb threats, fire drills, etc.:

- WALK, DON'T RUN!!!
- Evacuate the building in an orderly manner as indicated by the building evacuation plan that is posted in each room.
- Students are to remain in the classroom group with their teacher during the emergency.
- Students are not to enter the building until the all-clear bell sounds. The all-clear signal will be announced.

**If a school assembly is in session during a fire alarm, then wait for your teacher to call for your class and evacuate the premises as described above.

**If you are in the cafeteria during an alarm, then follow the instructions of the teacher on duty and evacuate the premises as described above.

Freedom of Expression

Any publication funded by the school is not a student publication. Therefore, any material that is profane, obscene or libelous is prohibited from any such publication. Likewise, language that is threatening, obscene or profane is also not acceptable and is prohibited by school policy. The opportunity for students to exercise their freedom of expression does not include the right to be openly defiant of staff authority or to willfully disobey. All student sponsored or private petitions, informational sheets, or signage must be authorized by the administration.

Grading System

The school year is divided into two semesters of approximately eighteen weeks each, with two nine-week periods during each semester. Report cards are issued following the close of each nine-week period. The grading system used for students enrolled in the regular 6-12 program at Jewell is as follows:

- AIndicates superior work
- B.....Indicates above average work
- CIndicates acceptable work
- DIndicates below average work
- F.....Indicates a failing grade
- P/NPFor courses not receiving a letter grade but awarding credit
- I.....For courses that are incomplete and not yet awarded credit

Grade Point Average (GPA)

A cumulative Grade Point Average (GPA) is calculated based on the associated scale for official transcripts. Teachers are required to define their grading system in course syllabus at the beginning of each course (in the fall or start of spring semester). Each teacher uses a slightly different system to weight their grades, but final marks (grades) are to be determined using the following scale:

A+.....	98.0-100	C+.....	78.0-79.9
A.....	93.0-97.9	C.....	73.0-77.9
A-.....	90.0-92.9	C-.....	70.0-72.9
B+.....	87.0-89.9	D+.....	68.0-69.9
B.....	83.0-86.9	D.....	63.0-67.9
B-.....	80.0-82.9	D-.....	60.0-62.9
		F.....	0-59.9

In limited instances, as determined by the regular classroom teacher, a student may receive an incomplete (I) at the end of a grading period. A student receiving an incomplete at the close of a grading period is allowed two weeks to complete the work to acceptable standards. If after the two week extension, a student's work still falls below the standard of acceptance, a grade of failing grade (F) will be entered into his/her records. Teachers are required to provide students with a syllabus defining their grading system at the beginning of each class (either first or second semester). The syllabus is the area that defines the weighting of projects tests and quizzes for summary grades. Students are expected to understand the teachers grading system and ask questions if they do not feel they have a good grasp on their teachers grading expectations.

Graduation Ceremony

Walking and participating in graduation is a privilege. Commencement is for the community to celebrate seniors who have earned their diplomas. Students must be passing all required classes for graduation and have all necessary credits to earn a diploma by 12:00 noon the Wednesday before graduation.

Students not meeting that deadline may receive their diploma at a later date, but will not be allowed to walk at graduation.

Graduation Requirements

A diploma will be awarded to each student who has satisfactorily completed all state and local requirements for units of credit, competence, and attendance. The following courses and units of credit are currently required in order to graduate from Jewell Secondary School. Each student shall earn a minimum of 24 units of credit to include at least:

English.....	4
Math	3
Science.....	3
Social Sciences:.....	3
Physical Education:	1
Health Education	1
The Arts, Second Lang. CTE	3
Electives:	6
Total Credits	24

Students are also required to show proficiency in essential skills by passing Oregon State Assessments (Smarter Balanced/OAKS) in language arts, math, and writing or alternate assessments approved by the state.

Grievance Procedure

Any individual alleging non-compliance on the part of any program, activity, or employment practice in Jewell School may submit the complaint, in writing, to the District Compliance Officer for civil rights and discrimination.

1. The compliance officer will investigate the allegation and furnish the grievant with a written response to the allegation within twenty (20) days from the receipt of the grievance.
2. If, in the opinion of the grievant, the compliance officer’s written response is unsatisfactory, the grievant may request an appearance before the Board of Directors at the next regularly scheduled School Board meeting following the receipt of the written response.
3. The Board of Directors may listen to the grievance and render a decision that will be final.
4. The Board of Directors may render an immediate decision, or delay the decision not to exceed sixty (60) days to allow investigation of the allegation.

Hall Passes

Students must have a hall pass approved by their classroom teacher to be outside their classroom during any time that classes are in session.

Hazing/Harassment/Bullying/Menacing

Hazing, harassment, intimidation, menacing, bullying, or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District (Policy JFCF/GBNA). All complaints about behavior that may violate this policy shall be promptly investigated. Students whose behavior is found to be in violation of this policy will 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 or expelled at least twice for menacing another student or employee, or for the use of threats, bullying, intimidation, harassment or coercion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041. Complaints about the Building Principal may be reported to the Superintendent and complaints about the Superintendent may be reported to the Board Chairman. An investigation will follow and if appropriate, remedial action taken. The complainant shall be notified of the findings of the investigation. Retaliation against any person who reports such behavior is prohibited.

Health Services

Jewell School District has a part-time nurse who is on campus approximately three days per month (First, third and fourth Thursday). Contact the office if you need to meet with the nurse.

Indecent Exposure

The consequence for indecent exposure will be suspension and/or expulsion depending upon the nature of the specific offense. Jewell School will report any student(s) involved in indecent exposure to the proper authorities as required by state mandatory reporting laws.

In-School Suspension (ISS)

In-School Suspension is when a student is assigned to a modified school day where they do schoolwork in isolation in the office or with a designated teacher. Students on in-school suspension are considered absent unexcused and will be expected to complete all class-work missed. In-school suspension length may vary from one instance to another. Electronic devices are not allowed in ISS and will be confiscated if used. The device will be returned at the end of the school day.

Out-of-School Suspension (OSS)

Out-of-school suspension will require a specified amount of time away from school. Parents will be notified and a conference may be required to reinstate the student involved in an out-of-school suspension. When a student is suspended out of school, they are not allowed to attend any school functions or school sponsored events including social functions, special events or otherwise be on school property for the duration of their suspension.

Expulsion

Expulsion is a formal action that can only be transacted by the Superintendent or their designated representative. Expulsion denies the student his/her right to attend school for an extended period of time and up to one calendar year. Expulsion can be recommended on the basis of one serious event or accumulated behavior problems and may be appealed to the superintendent or the Jewell School District Board of Directors.

Lockers

Students will be held responsible for the proper care and treatment of their lockers and must observe the following:

- Clean your locker frequently.
- Keep locker doors closed when not in use.
- Students are not to trade lockers without prior approval from the office.
- Do not overload lockers.
- Lockers may be routinely inspected without prior notice.
- Students are advised to put a lock on their locker. (There are locks available through the office.)
- If a student chooses to provide their own lock, the combination, or key must be given to the office.

Lost and Found

Lost and found items will be placed in the bin in the hallway by the office. If not claimed, they will be periodically donated to charity. Announcements will be made before such items are discarded.

Medicines: Prescription and Non-Prescription

Students needing to have any medication at school must report to the school secretary to assure that appropriate procedures are followed. All prescription medications should be turned in to the office for dispensing at the appropriate time. Such medication must be in the prescribed container and have written instructions from the doctor. Over-the-counter medications should also be in their original containers and turned in to the office, along with written instructions from the parent or guardian. Students will not be permitted to keep any medications in their lockers for any reason.

Parent Conferences

Parent/teacher conferences will be held in the fall and spring. In addition, parents may make appointments for conferences with teachers or the principal by calling the school office (503-755-2451).

Physical Examinations

Students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners, prior to practice and competition in athletics. The examination is valid for two years from the signed date of examination. In addition, physical examination shall be provided when a student is new to the school district and/or has not had the required Oregon Medical Examination or its equivalent, or when the student has undergone major surgery in the intervening period between medical examinations scheduled.

Public Display of Affection

Students are not permitted to show inappropriate displays of affection toward other students on school property or at school sponsored events. This includes any affectionate physical contact other than holding hands. The consequences for such behavior will be a tracker and/or a lunch detention. Suspension will be assigned to repeat and/or for particularly flagrant offenders. Jewell School will report

any student(s) involved in illicit sexual activity to the proper authorities as required by state mandatory reporting laws.

Rough-Housing

Rough-housing can lead to serious injuries. Jewell School is committed to maintaining a safe and orderly environment on school grounds. Therefore, any excessive physical activity, that is neither sexual nor violent in nature, may result in the assignment of a lunch detention(s) or suspension, for rough-housing.

Search and Seizure

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating, or is about to violate either the law or school rules and regulations, the official on school grounds may search students, their possessions, their vehicle and/or any school property assigned to them. Any evidence of any such violation may be seized. Lockers, desks, PE lockers, and similar items of school property are subject to search without notice. The scope of the search must be reasonable and related to the circumstances initially justifying the search. Items, which may be used to disrupt or interfere with the education process, can be temporarily removed from the student's possession. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal. Items will be returned to parents or disposed of at the end of the school year.

Sheriff's Office and Fire Department Referrals

Sheriff's Office referrals will be made whenever students are witnessed using, or are under the influence, of drugs, and/or alcohol, or whenever they violate a law. A Sheriff's Office referral may be made for any student involved in a fight or assault on school property. A referral will be made to the Fire Department whenever a student starts a fire on school property or sets off a school fire alarm.

Sheriff's Office Questioning

In the event that law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal, or designee, will be present when possible. Unless law enforcement officials dictate otherwise, an effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, regional Human Services, and/or law enforcement officials may exclude school personnel from the investigative procedures and may prohibit school personnel from contacting parents.

Student Government

A government of elected officers with an advisor represents the Associated Student Body (ASB) of the Jewell School. The ABS shall have control over clubs and class activities in collaboration with school staff as appropriate. Purchase orders are required before funds will be released from any account. The Student Council will assist in coordination of fund-raising. When a club or class leaves Jewell, any money left in that account is converted to the Student Body fund unless members choose to purchase something for the school.

Telephone Use

Students will not be called from class to respond to phone calls unless a parent or guardian indicates an **emergency** exists. If a student needs to place a personal call, a phone is available for use when classes are

not in session. Students may only use the school phones, under staff supervision, for personal business of an emergency nature.

Visitor and Guest Passes

Parents and other visitors are encouraged to visit Jewell School. In order to ensure the safety and welfare of students, that schoolwork is not disrupted, that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering the school campus. Students who wish to bring a visitor to a Jewell School dance or other school events as designated, must obtain a guest pass from Jewell School adhering to the following guidelines:

- In the case of a high school student currently enrolled in another school, they must have their school administrator or counselor sign and complete their portion of our form at least one day prior to the date of the visit. All guest passes must be prearranged by the Jewell administration **at least one full day** ahead of the event.

Civil Rights Non Discrimination Policy

The Jewell School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 2008.

The following person has been designated to coordinate compliance with these legal requirements and may be contacted at the Jewell School District office for additional information and/or compliance issues:

Jewell School District official compliance officer: Alice Hunsaker.

Extracurricular Activities Philosophy

Athletic competition and extracurricular activities contribute to sound educational objectives when properly organized and conducted. The Jewell School athletic/extracurricular programs:

- Are considered an integral part of a student's educational experience.
- Adhere to all Oregon School Activities Association and the Jewell School District administrative procedures.
- Are conducted by professionally prepared personnel who foster the welfare and safety of all participants and act as professionals.
- Will provide maximum student participation and encourage a variety of participation.
- Will provide students an opportunity to develop leadership skills, teamwork, commitment, self-discipline, and the love of sports.

Extracurricular Activities Guidelines and Eligibility

It is the responsibility of the head coach, advisor/teacher, and AD to ensure that every member of his/her program is eligible in accordance with current Oregon School Activities Association (OSAA) policies and Jewell School regulations.

Academic Eligibility Requirements

In addition to the OSAA minimum eligibility requirements*, all participating middle school and high school students are required to be passing all of their classes at all times. Passing is defined as a grade of A, B, C or D.

*OSAA requires the student to be enrolled in school, attending regularly and passing in subjects equivalent to at least five (5) credits of work [one (1) credit equals one-half (1/2) unit], and who, during the immediately preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least five (5) credits of work. In addition to the specific credit requirement identified, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

Jewell Athletic Eligibility

Starting with the third week of each quarter, grades will be checked every Monday morning in Synergy at 8 a.m. by the AD. If a student/athlete has any failing grade (F) on the weekly grade check, they will be given a one week period to bring their grades up to passing with no loss of competition. If after one week they are passing all classes, they may remain in competition. If on the Monday of the following week they still have any failing grade (F), they are to be held out of competition for one week. The student/athlete may practice at the coach's and parent/guardian discretion, but the student/athlete may not compete or travel with the team. It is recommended that the head coach and/or the AD make contact with the parent to inform them of pending consequences. If after being held out of competition for one week the student/athlete has any failing (F) grade on the weekly grade check, the student/athlete will no longer be eligible to practice or compete for the remainder of that particular sporting season. The three strikes policy is seasonally progressive and not curriculum restricted.

Physical Examinations

Students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners, prior to practice and competition in athletics. The examination is valid for two years from the signed date of examination. In addition, physical examination shall be given when a student is new to the school district and/or has not had the required Oregon medical examination or its equivalent, or when the student has undergone major surgery in the intervening period between scheduled medical examinations. Record of the exam shall be kept on file at school and shall be reviewed by the coach prior to the start of any sport season. Student/athletes shall not participate without a record of passing the examination.

Insurance

Student accident insurance, dental accident insurance, life insurance, and football-only accident insurance plans are available to all students on a voluntary basis. The school insurance application is to be mailed by the parent/guardian directly to the insurance company office. The coverage goes into effect the day after the post-marked date. Participation in these plans is optional; however, proof of accident insurance must be filed with the office before a student may participate in athletic activities. Students participating in football in grades 9-12 who otherwise are not covered by health and accident insurance must be covered by a football only plan. The Jewell School District does not assume financial liability for medical bills.

Athletic Standards of Conduct

Behavior

Participants are expected to model good behavior and shall demonstrate characteristics in keeping with Jewell School expectations.

Attendance

Participants are required to attend the entire school day on the date of **ANY** extracurricular activity.

Exceptions:

- Absence due to an approved school function.
- Absence due to a student's own professional services appointment such as dentist, doctor, or optometrist. (A proactive excusal by school administration the day prior.)
- Emergency absence due to family member illness or death.
- In the event of emergency absences for reason not mentioned above, the building principal shall have the authority to modify the athletic attendance requirement on a case-by-case basis.

Chronic unexcused absences and/or tardiness may result in suspension from contests and/or removal from extracurricular programs.

Extracurricular Athletics Rules Violations and Consequences

Any action taken under the athletic program is subject to appeal by the accused student. The appeal is initiated by the student/athlete by contacting the AD in writing and outlining the appeal. This appeal needs to be submitted within five days of the notification of the punitive action. The AD will convene an appeals team consisting of the principal and/or AD, one teacher, and one coach. (The coach should not be the coach of the student making the appeal.) The appeals team will hear the appeal and present its findings and recommendations to the superintendent for final disposition.

Possessing Illegal Substances

Participants who knowingly possess, use, transmit or are under the influence of alcohol, a tobacco product, performance enhancing drugs, inhalants, look-a-like drugs, or controlled substance of any kind (unless prescribed by a medical professional), shall become ineligible as described in the section below.

In the Presence of Illegal Substances

Participants who find themselves in the company of persons who illegally use, possess, transmit or are under the influence of alcohol, controlled substances, inhalants or performance enhancing drugs, (i.e. frequenting places, areas, or sites where drugs and/or alcohol are present) are expected to leave immediately.

Enforcement Period

All athletes will be held accountable for the illegal substance policy beginning with the first OSAA fall start date for any sport and ending with the end of the school year. Even if an athlete only participates in a spring sport they will be held accountable beginning with the fall start date.

Violation of Illegal Substance Policies

First Offense: Consequences include loss of participation for the remainder of the season **or** a re-entry plan which may include:

- Mandatory 2 week suspension from games.

- Participation in recommended drug and alcohol follow-up activities.
- Grades and attendance must be held to district athletic policy standards.

Second Offense: Consequences include loss of participation in all extracurricular activities for one full calendar year **and** a re-entry plan which may include:

- Drug and alcohol assessment at parent/guardian expense.
- Grades and attendance must be held to district athletic policy standards.
- Community service as defined by the school administration.

Third Offense: Consequence

- The student/athlete will no longer be able to represent Jewell High School for the remainder of their high school career in any extracurricular activities.

Extracurricular participants are expected to:

- Attend and positively participate in all scheduled practices and activities.
- Follow directions as communicated by the coach/advisor promptly and effectively.
- Participate positively in all skill, knowledge, and application exercises as assigned by the coach.
- Represent the school and community by displaying appropriate public actions.
- Accept authority and supervision in a positive manner at all times.
- Communicate effectively with the coach and teammates.
- Work cooperatively with the coach and team members as a problem solver.
- Demonstrate loyalty to the school, coach/advisor, and team.
- Treat fellow students, opponents, their fans, and all adults with dignity and respect.
- Respect the judgment and integrity of contest officials; abide by rules of the contest and display appropriate behavior at all times.
- Act as positive role models for fellow athletes.

Parent/Guardian and fans are expected to:

- Understand and support athletic programs and their expectations as defined in this handbook.
- Avoid public displays of anger.
- Act as good role models for student/athletes by positively supporting our teams.
- Leave the coaching of the team to the head coach and staff.
- Respect opposing fans, officials, coaches, and participants.
- Withhold negative comments regarding the game, athlete(s) or coaching until such time that the concern can be addressed in an appropriate manner.
- Do not use profanity or vulgarity on school property or at school activities.
- Do not threaten, verbally or physically, any person including referees, fans, coaches, players, spectators, or school personnel at any time on school property or at school activities.
- Do not create public displays of anger toward referees, coaches, players, or school personnel at any time on school property or at school activities.

Violation of these standards may result in the immediate removal of the fan from school activities.

Problem Solving for Coaching Staff, Students, and Parents

Anyone who has a concern or complaint may express it to a school administrator. It is strongly recommended that complaints and concerns not be expressed in public places such as games and/or other activities. The best place to express a concern or complaint is during a meeting with school officials. It is important that concerns be expressed in a calm and specific manner. Once the concern or complaint has been heard, the administrator will discuss the options for resolving the concern. Such options will be in compliance with standard school policies and procedures. Following are the steps for solving any concerns:

Problem Solving Steps

Step 1

The coach and student will meet to talk about the concern. If the student does not feel comfortable meeting with the coach by themselves then proceed to step 2.

Step 2

The coach, student, and parent/guardian meet. If a resolution cannot be found, the coach will advise the athlete and parent/guardian to advance to step 3.

Step 3

The principal and/or AD, the coach, the student, and the parent/guardian will meet. The principal and/or AD will talk with the parties involved and conduct an investigation, if needed. The principal and/or AD will then give a ruling on the situation. If a resolution cannot be found the principal and/or AD will advise the athlete and parent/guardian to advance to step 4.

Step 4

The AD, the coach, the student athlete, and/or the parent/guardian will appeal to the school superintendent. The superintendent will work to resolve the issue(s). The resolution of all problems will be governed by state law, district policy and the routines and procedures established in the Jewell Student Handbook and other district/school routines and procedures.

Student Transportation

When the activity demands travel from the school, the student will travel by school sponsored transportation. The transportation director will make arrangements for transportation of athletic teams. While in transit to any school activity, in school sponsored transportation, the driver shall be the final authority in charge (per ORS). Any request(s) made by the driver shall be adhered to by all passengers. The head coach will travel to and from all athletic contests on the bus with the team unless approved by the AD. The head coach will see that the conduct and appearance of players is up to the high standards of Jewell School. When traveling, coaches will have a list of emergency phone numbers (i.e. parents, building principal, AD, and the superintendent). In the case where a Jewell School District student desires to leave an out of town activity, not returning with the coach or advisor of that activity to Jewell, the following procedure will be followed;

1. At the completion of the contest the parent/legal guardian must visit directly with the head coach and let him/her know that they will be taking the student with them.

2. If the student plans to return with another adult, the parent/guardian of the student must provide a written note advising the school district of their intent to have their son/daughter leave the activity with an adult BEFORE the student leaves for the event. This note must be signed by a building administrator AND be presented to the head coach or advisor by the student, parent, or guardian, in order for the coach or advisor to allow the student to leave an activity with the parent or guardian.

Athletic Awards and Letters

Jewell High School awards athletic letters or a participation certificate to student/athletes to be determined by the coach/advisor as outlined in his/her rules at the beginning of the athletic season. Awards are made on the coach's recommendation. End-of-season desserts and activities honoring athletic participants will be held at the end of each of the fall, winter, and spring activities schedules.

Fund Raising

Coaches must have prior approval from school administration, the AD, and the Student Council. All fund raising activities must meet the requirements of the law. All money raised in fund raising activities must be kept in the school accounts.

Game Cancellations Due to Inclement Weather

When the District has **cancelled** school due to weather conditions, there will be no athletic contests or activities taking place on that day/evening. When canceling an athletic event, the AD will communicate the following.

1. Inform the opposing school and reschedule a date and time.
2. Inform the coach so he/she can inform his/her players and parents.
3. Inform the transportation department to cancel transportation arrangements.
4. Inform the officials.

Injuries to an Athlete

The coach or designated representative is responsible for:

- Giving immediate care,
- Notifying the parent/guardian,
- Arranging for transportation to a medical facility if necessary, and
- Notifying building administration.

If the parent/guardian cannot be reached, the coach or a designated school official will act on behalf of the parent/guardian. State law prohibits school personnel from administering any internal medicine. The head coach is responsible for processing all injury reports. If the athlete is under the care of a physician for injuries, such as a concussion, a medical release is required for the athlete to resume participation.

Practice Schedules

Athletic practice parameters are determined by the district in accordance with the rules and regulations of the OSAA. All athletic programs will begin practice on the first day allowed by OSAA rules. Practices will be carefully planned in the best interests of the health and welfare of all participants. Weekday

practices will continue through the entire season. Practices on Sundays and holidays will be permitted only with approval of the AD.

Student Athletic Managers

The head coach will appoint student athletic managers and assistant managers. Managers perform duties as assigned by the head coach and must be age appropriate for the team.

Volunteers

Volunteers are only to be on the field or court during contests with the express consent of the AD and/or administration.

Jewell Scholarship Information

In order to assure all seniors have received the proper information for applying for the Jewell Scholarship, the following information is included in this student handbook. Further, it is our hope that our non-senior Jewell students become aware of this amazing opportunity as they as planning for their futures prior to their senior year.

Guidelines for the Jewell School District Academic Scholarship

Jewell School may award academic scholarships to students graduating from Jewell High School. Criteria for award and disbursement are:

1. Academic scholarships of up to \$4,000.00 may be awarded to graduating seniors who meet all criteria. In addition, students may receive \$250.00 for each 11th grade state assessment “exceeded” up to a maximum of \$1,000.00 to be added to the Academic scholarship for a maximum total of \$5,000.00.
2. Students must have completed requirements for a district diploma.
3. Students must have attended Jewell High School full time their senior year and have average attendance record of 90%, excluding absences for school approved activities. Consideration may be given for an attendance record of less than 90% for unique circumstances.
 - a. Students must have attended Jewell High School at least 2.5 years OR:
 - b. Students must have a minimum GPA of 3.25 and be involved with at least one extracurricular activity their senior year.
4. Students must complete and submit the Academic Scholarship Application.
5. The scholarship selection criterial is based on:
 - a. Application form
 - b. An essay written by the student, (1) setting out their goals for the future and how further education will help attain these goals, (2) where they plan to attend and why they chose the particular school, and (3) their leadership roles and character displayed in school, community, and home setting.
 - c. A list of scholarships, awards, grants applied for and any subsequent award letters.
 - d. A copy of their high school transcript, a copy of their PSAT, SAT, or ACT scores, and a copy of their 11th grade state assessment scores.
 - e. An interview with the Academic Scholarship Committee, which may include an extemporaneous writing.
6. Scholarship applications are due April 14, 2017.
7. *Students who have graduated from Jewell High School within 4 years and were otherwise qualified for the scholarship but did not apply may be eligible by petitioning the Jewell School Board.*
8. Total scholarship awards are to be divided into two equal payments paid out over 2 years. Petitions for different disbursement of the additional awards for state assessment test scores may be made to the superintendent.
9. Scholarship may apply to any expenditure related to fees, tuition, books, or housing at any accredited post-secondary institution (university, community college, technical or trade school).

10. The scholarship will be paid directly to the post-secondary institution at the beginning of the quarter or semester requested. The post-secondary institution will then issue funds as per Jewell School District's request (see Appendix 1). Students who qualify for a second year will receive the remaining funds during the requested quarter or semester.
11. Students receiving academic scholarships must maintain a minimum GPA of 2.5, or maintain satisfactory progress toward program completion each term. Conditions may be modified with the consent of the superintendent or at the discretion of the Jewell School Board.
12. To be eligible to renew the scholarship the second year the student must finish with a minimum cumulative GPA of 2.5 and submit a letter of intent along with an official transcript or proof of progress to the Jewell School District.
13. Students may be enrolled part time or full time and courses must show progress toward the student's educational plan.
14. Eligibility for the scholarship expires 4 years after awarded. If the student enlists in the US armed forces (Army, Navy, Air Force, Marines, Coast Guard) after graduating high school and remains in service past the 4 year expiration of the scholarship, they may be eligible to receive the scholarship after being honorably or medically discharged, with proof of military enrollment.

**Jewell High School
83874 Hwy 103
Seaside, OR 97138**

JEWELL SCHOOL SCHOLARSHIP APPLICATION

Applicant's Name _____ **Date:** _____

Address _____
_____ **Phone:** _____

Parents Name: _____ **Phone:** _____

Current GPA: _____ **Accumulated GPA:** _____ **Attendance for Senior Year** _____

Dates attended Jewell _____

College you plan to attend: _____

Location: _____

What is the anticipated cost of tuition, books, room and board for one term at the institution you plan to attend? Tuition: _____ **Books:** _____

Room/Board: _____

List all SCHOLARSHIPS, AWARDS, AND GRANTS applied for and any subsequent award letters:

Please list CLUBS, ORGANIZATIONS AND ACTIVITIES (that you participate in school, community, and home).

Please attach the following to this application:

- 1. An essay as defined by Jewell Scholarship Guidelines**
- 2. A copy of your transcript, a copy of your SAT or ACT scores.**

I certify that all the statements in this application are correct to the best of my knowledge. I understand that by falsifying information I may forfeit any and all scholarship monies I may be granted. Because of this, I agree to make my transcripts available to the scholarship committee and to the best of my ability, make myself available for follow-up interviews.

Signature

Date

The scholarship application, essay and transcript documents must be received by the Jewell School Office by Friday, April 14, 2017. All applications are confidential. The decisions of the Jewell School Board are final.

**Jewell School District Academic Scholarship Committee
83874 HWY 103
Seaside, OR 97138
(503) 755-2451**

I have received a 2016-2017 Jewell School Student Handbook. I have read and understand its contents as presented within.

Student Signature _____ Date _____

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As the parent of _____ I acknowledge that I have read and understand the above student handbook. I agree to support my child in upholding the requirements as presented within.

By signing this agreement, I also give my permission for my student to travel with any team, class, or club sponsored by the Jewell School District for the 2016-17 school year.

Parent Signature _____ Date _____