

Gateways High School

Home of the Rising Phoenix



Student Handbook

2019-20

The purpose of this document is to notify and educate students and their families about the policies and procedures of Gateways High School. It is not intended to replace policies of SPS Responsibilities and Rights handbook, but rather further articulate the guidelines and procedures specific to Gateways High School.

Table Of Contents:

Welcome To GHS!		Posters/Public Material	18
2		Program Exemptions	18
Here are some helpful hints if you...		Questioning	18
3		Release of Students	19
Daily Bell Schedules	4	Search and Search	19
District Calendar	5	Student Appeal Procedures	19-20
Gateways High School Contact Information	6	Student Education Records	20
Guidelines for Student Behavior	7	Student Vehicles and Parking	20
Attendance	7	Suspected Child Abuse	21
Computer usage	7-8	Tobacco, Alcoholic Beverages or Illegal Drugs:	21-22
Conduct and discipline standards	8-10	Theft	22
Cooperative Work Experience	10	Vandalism and Graffiti	22
Credit Recovery	11	Visitors	23
Defiance/Insubordination	11	Water Devices	23
Distribution of Material	11	Weapons	23
Emergency Lock In/Lock Down Procedure	11	Withdraw Procedures	23
Electronics and Cell Phones	11-12	Progress Requirements and Expectations	24
Dress and Grooming: Dress for Success	13		
Field Trips	13		
Fighting & Assaults	13		
Fire Drills	13		
Grades & Academic Progress	13		
Graduation Exercises	13		
Graduation Requirements	14		
Harassment/Bullying/Threats	15-16		
GHS Website/Facebook	16		
Identification Cards/Bus Passes	16		
Immunization Info	17		
Lunch	17		
Medication at School	17		
Money/Valuables at School	18		
Plagiarism /Cheating/ Copying	18		



Welcome To GHS!

At GHS, we enroll and serve a diverse population of talented, perceptive, unconventional, and promising young adults in Grades 10-13. We embrace students who are balancing great potential along with life or learning challenges.

Vision: Every student empowered to navigate their future.

Mission: *At Gateways High School we strive to empower students through personalized connections to negotiate future obstacles and become lifelong learners and successful citizens. We offer a positive, culturally aware, safe, and student-centered high school that is responsive to varied student learning needs.*

Gateways specializes in:

- A variety of academic options
- Transition services to college or career
- Additional support connecting with community and educational resources beyond high school
- Wrap-around services for non-traditional high school students
- Career exploration and preparation
- Connections to vocational rehab services
- Pregnant and parenting programs, with classes and support
- Substance abuse and therapeutic counseling

A place for students who:

- *May need more time to achieve their education plan*
- *Are 10-13th graders*
- *Need smaller classes with fewer students*
- *Are motivated to be in school and willing to try to succeed*
- *Are college-and/or career-bound*
- *May need help with basic skills (2-4 grade levels behind)*
- *Need extra help in meeting new graduation requirements*
- *May be behind in course credits*
- *Need extra support to succeed in post-secondary education*
- *Are pregnant or parenting (regardless of H.S. grade level)*

Gateways staff are caring and put forth great effort into making Gateways a place where all students have the opportunity to succeed.

Here are some helpful hints if you:

- **Are absent:** If you are under 18, have your parent call the office within 24 hours of your absence. If you are over 18 you can call in for yourself. The office number is 541-744-8862. Be sure to check on Google Classroom or Synergy to see if there are any assignments you can do from home.
- **Need to leave early:** Come to the office to sign out. If you are under 18, a parent needs to call.
- **Arrive late:** Come to the office to sign out. If you are under 18, a parent needs to call.
- **Not feeling well:** Come to the office and check in with health aid
- **Need to see a Counselor:** Fill out an appointment request card at the front office.
- **Want college or career information:** Fill out an appointment request card at the front office.
- **Have lost clothing or books:** Check in with the office and they will have teachers look for the missing item/s.
- **Had an item stolen:** Contact the Dean of Students or office staff.
- **Have issues regarding drugs/alcohol:** Filling out an appointment request card for Julie at the front office.
- **Need homework during an extended absence:** Contact front office staff.
- **Need help with an assignment:** Make an appointment with your teacher to get help during lunch or after school.

Daily Bell Schedules:

Regular Schedule			Community Meeting Wednesday		
Period	Time	Duration	Period	Time	Duration
1	8:20 - 9:10	50 mins	1	8:20 - 9:10	50 mins
2	9:15 - 10:05	50 mins	2	9:15 - 10:00	45 mins
3	10:10 - 11:00	50 mins	CM (2)	10:00-10:30	30 mins
4	11:05 - 11:55	50 mins	3	10:35 - 11:20	45 mins
Lunch	11:55 - 12:25	30 mins	4	11:25 - 12:10	45 mins
5	12:30 - 1:20	50 mins	Lunch	12:10 - 12:40	30 mins
6	1:25 - 2:15	50 mins	5	12:45 - 1:30	45 mins
7	2:20 - 3:10	50 mins	6	1:35 - 2:20	45 mins
			7	2:25 - 3:10	45 mins

Early Release Schedule		
Period	Time	Duration
1	8:20 - 8:55	35 mins
2	9:00 - 9:35	35 mins
3	9:40 - 10:15	35 mins
4	10:20 - 10:55	35 mins
5	11:00 - 11:35	35 mins
6	11:40 - 12:10	30 mins
7	12:15 - 12:45	30 mins
Lunch	12:45 - 1:15	30 mins



2019-20 DISTRICT CALENDAR COMMUNITY VERSION

SEPTEMBER					
2	3	K, 1-5, 6, 9	FIRST DAY K, 7-8, 10-12	NO SCHOOL Kinders	6
9	10				13
16	17			Early Release	20
23	24				27
30					

OCTOBER					
		1	2	3	4
7	8	9	10	Early Release	11
14	15	16	17	18	
21	22	23	24	Early Release	25
28	29	30	31		

NOVEMBER					
					1
			NO SCHOOL Secondary	NO SCHOOL Secondary	8
4	5	6			
NO SCHOOL Veterans Day	11	12	13	14	15
18	19	20		21	22
25	26	27	NO SCHOOL Thanksgiving	NO SCHOOL	29

DECEMBER					
2	3	NO SCHOOL Elementary	NO SCHOOL Elementary	NO SCHOOL Elementary	6
9	10			Early Release	13
16	17				20
NO SCHOOL	NO SCHOOL	NO SCHOOL Winter Break	NO SCHOOL	NO SCHOOL	27
NO SCHOOL	NO SCHOOL				
30	31				

JANUARY					
		NO SCHOOL	NO SCHOOL	NO SCHOOL	3
NO SCHOOL Collaboration	6	7	8	9	10
13	14	15	16	17	
NO SCHOOL MLK Jr Day	20	21	22	23	24
			NO SCHOOL Secondary	NO SCHOOL	31
27	28	29	30		

FEBRUARY					
					7
3	4	5	6		
10	11	12	13	Early Release	14
NO SCHOOL Presidents Day	17	18	19	20	21
24	25	26	27	Early Release	28

MARCH					
2	3			NO SCHOOL Elementary	6
9	10			Early Release	13
16	17				20
NO SCHOOL	NO SCHOOL	NO SCHOOL Spring Break	NO SCHOOL	NO SCHOOL	27
30	31				

APRIL					
			1	2	NO SCHOOL Secondary
6	7	8	9	Early Release	10
13	14	15	16	17	
20	21	22	23	Early Release	24
27	28	29	30		

MAY					
					1
4	5	6	7	Early Release	8
11	12	13	14		15
18	19	20	21	Early Release	22
NO SCHOOL Memorial Day	25	26	27	28	29

JUNE					
1	2		3	4	5
8	9	10	LAST DAY	Early Release	12
15	16	17	18	19	
22	23	24	25	26	
29	30				

Key Dates:

- In-district transfers accepted during January.
- All transfers accepted during the month of March.
- Kinder welcome events typically set in early March.
- School registration is in late August.

LEGEND		
<p>Kinder Staggered Start Half of kinders start on Sept. 4, half on Sept. 5. Families will be notified of their start day during the summer. There is no school for kinders on Sept. 6 so that teachers can be assigned. All kinders report on Sept. 9.</p>	<p>Elementary / Trimester Schedule Dec. 4: End of Trimester 1 Dec. 5-6: Grading / Conf March 6: End of Trimester 2 June 12: End of Trimester 3</p> <p>Secondary / Semester Schedule Nov. 7/8: End of Quarter 1 Jan. 30: End of Quarter 2/ Sem. 1 April 3: End of Quarter 3 June 14: End of Quarter 4/ Sem. 2 There is no school on these days.</p>	<p>Early Release These are collaboration days for staff. Elementary release: 12:30 p.m. Secondary release: 1:15 p.m. Lunch is served.</p> <p>Snow Days Should more than two school days be missed due to inclement weather, those days will be added during or at the end of the school year to meet minimum instruction minutes required by the State.</p>

*This is the districtwide calendar for Springfield Public Schools. For specific information regarding your school, please contact your school. Please see the district's online calendar for information about district-wide events.

Gateways High School Contact Information 2019-20

Main Office: (541) 744-8862

Email= first name.last name@springfield.k12.or.us

Administration	
Lesa Haley	Principal
Student Services/Counseling	
David King	Dean of Students -AM
Mari Kay Miller	Dean of Students/ Dropout Prevention-PM
Jeremiah Rupe	Campus Monitor
Julie Steyding	Mental Health Counselor/ CSW
Janette Kime	Transition Specialist
Office Support Personnel	
Shannon Biggar	Attendance, Health Aide, & Reception
Teresa Cunningham	Office Specialist-Registrar
Jennifer Casco	Administrative Secretary
Fawn Yeo	CMA/EA Clerical
Licensed Teaching Staff	
Karla Alvarado	Spanish/PE/Health//Teen Parent
Sarah Vera Felt	Language Arts/ Title
Wyatt Fujii	Math
TBA	Science
Russ Hunt	Math/Science/GED
Susan Kangail	SPED/Credit Recovery
Fred Merwin	Social Studies
Mari Kay Miller	Careers/ Art
Janet Nelson	LA/Title/GED
Russ Hunt	Math/Science/GED
District Support:	
Zoe Prince-Brookes	McKinney Vento Liaison
Blaine Conley	School Nurse
Tim Canter	Juvenile Justice Liaison
Sarah Ferren	ELD
Kate Stinson	School Psychologist
Dawn Goessler	Speech Pathologist
Custodians	
Bradley Barnhart	
Wendy Falk Fowler	
Child Development Center Staff (Located on SHS campus)	
Cindy Martin-Director	
Jessica Branson	
Kellie Chambers	
Linh Hinton	
Heather Swartley	

Guidelines for Student Behavior

Students are expected to conduct themselves appropriately at all times, following school and district policy. Disrespect for staff members, non-compliance, plagiarism, cheating, or disruption of the student learning environment are unacceptable and subject to discipline. Student conduct guidelines apply at school, on district school grounds, at any away event in which the school is associated, or during travel to and from those places. Student privileges (parking, attending events, etc) may be curtailed, in addition to other consequences such as detention or suspension. Positive student conduct may result in extended privileges. Student sign a behavior contract that clearly states the expectations for student behavior. It is understood that every student will adhere to these guidelines and actively contribute to the educational environment of Gateways High School.

ATTENDANCE:

There is a direct correlation between student success in classes and consistent attendance. Conversely, the strongest predictor of student failure is poor attendance. It is not simply the loss of instructional time, but more importantly, the break in continuity of learning that devastates the student's ability to progress when they return.

Regular attendance is essential for academic success and is expected for all students. Excessive and unexcused absences interfere with learning. Students are expected to attend class and be on time. For students to be successful within the Gateways community, they are expected to attend each class a minimum of 80 percent. Four or more tardies will result in disciplinary action that will include a rise refocus period and/or student success plan.

Legal guidelines:

All children between the ages of seven and eighteen years of age must attend regularly a public full time school (ORS 339.010). Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS 339.065) and truancy may result in a class C violation (ORS 339.990).

COMPUTER USE:

Students may be permitted to use the district's computers for classroom and/or instructional needs, or to conduct research related to education consistent with the district's mission or goals.

For personal use, in addition to official district business consistent with Board Policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulation.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students.

The on-line activities of students are monitored.

Access by students to inappropriate matter on the Internet and World Wide Web is denied.

Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.

Unauthorized access, including so-called Hacking, and other unlawful activities by students online is prohibited.

Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited.

Measures designed to restrict student access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's properties and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board Policy, Administrative Rules, and the law. School administrators may review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district- owned E-mail system.

All students and staff members must have on file a signed copy of the acceptable use policy for computer use and Internet access. Students and Parent or Guardians are reminded that inappropriate use of the Internet may result in some form of discipline .

Students who violate Board Policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including detention, suspension or revocation of district system access up to and including detention, permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT - STANDARDS & DISCIPLINE

The district has authority and control regarding students while the students are at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided or approved transportation. Students and Parent or Guardians are responsible for following the Springfield Public Schools District Student Responsibilities and Rights Handbook, which is available online or in the front office for all families each fall. The Handbook details the District policies that govern students at Gateways High School.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for (but not limited to) the following:

- Theft.
- Disruption of the learning environment.
- Damage or destruction of District property.
- Damage or destruction of private property on District premises or during District activities.
- Assault or threats of harm to self or others.
- Any unauthorized possession and/or use of a loaded or unloaded firearm, replica or any other instrument, device, material, or substance which is used, attempted to be used or threatened to be used and is readily capable of causing death or physical injury; this includes explosive and incendiary devices.
- Any possession or use of tobacco, e-cigarettes, alcohol, or unlawful drugs.
- Violations of District transportation rules.
- Plagiarism, cheating, and forged notes may result in detention or suspension from school, not credit for assignment and possible loss of credit.
- Leaving school groups or school sponsored events without permission of the school official in charge.
- Being disrespectful or directing profanity, vulgar language or obscene gestures toward students, guests, staff, or other school district employees.

- Insubordination, such as disobeying directives from School District # 19 personnel or school policies, rules and regulations.
- Committing extortion, coercion or blackmail; that is obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Name-calling, ethnic or racial slurs or derogatory statements that maybe substantially disruptive in the school environment or incite violence;
- Inappropriate physical or sexual contact disruptive to other students or school environment
- Offensive conduct of a sexual nature, whether verbal or physical, or with the use of technology which may include requests for sexual favors or other intimidating sexual contact, directed toward another student or district employee.
- Persistent failure to comply with rules under the lawful directions of staff or District officials.
- Inappropriate use of an electronic device, including iPods, cellular telephones, and laser lights (or similar devices).

Possible Actions and Consequences

Any behavior that significantly disrupts the educational environment may result in an immediate suspension and possible move toward expulsion.

A teacher will talk with the student about the inappropriate behavior to help the student make a commitment to change the behavior, which may include a future meeting to modify or rewrite a student's academic/behavior contract.

Parent Involvement: Telephone, personal contact, or letter about inappropriate behavior and/or choices notifies the parent/legal guardian. A conference may be held to discuss possible consequences. On occasion, consequences may be determined prior to parent involvement and shared with the parents in hopes of enlisting their support.

Conference: A formal conference is held between the student, parent/ guardian, teacher(s) and mentor. The administrator may be included.

Cease and Desist Order: In cases of student harassment, a cease and desist order means that both sides are directed to no longer speak to, bother, pick on, harass, or in any other way intimidate each other. Generally, all contact needs to cease completely.

Apology: A letter of apology or direct verbal apology is sometimes required of an offending student, or suggested as a way to correct a situation.

Community Service: Community service requires a student to work a minimum of a two-hour shift after school with a custodian or other staff member. Sometimes the hours are spent off-campus or with a teacher if the student and/or parent advocates for this alternative.

Penalty Abeyance: Abeyance means giving a penalty but having the student not serve if he or she does not get referred for the offending action again.

Break Needed: Students are expected to follow Gateways building rules and to behave in a manner that supports learning in all classes. When students disrupt the learning process or need to spend time adjusting their behavior or attitude, they will be provided an alternative space to work on school assignments. This "break needed" will be noted on their discipline records. Students are also encouraged to monitor their own behavior and to recognize when they need to separate themselves from the classroom to avoid disturbing the learning of other students.

In-School Suspension: Students are removed from the classroom setting and provided a quiet place to study and complete schoolwork. This suspension may last for the remainder of the class period or for the rest of the day. Should negative

behaviors persist, the parents/guardians will be contacted and more formal action will be taken.

Out of School Suspension: A student may be suspended from school for up to and including 10 school days for willful 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, a plan for readmission and an opportunity to appeal the decision.

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

Expulsion: A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's Parent or 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 or Guardian rights and alternative education provisions as required by law.

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 options include using one or more discipline management techniques including counseling by 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

A student being served by an Individual Education Program (IEP) may be suspended for up to ten (10) school days in a school year to the same extent, and with the same notice as for students without disabilities.

If students are removed for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days, a manifestation determination meeting will be held within 10 school days. For specific procedures and rights please refer to the SPS Student Responsibility and Rights Handbook which will be followed located on the district web site or you may request a hard copy at the GHS main office.

COOPERATIVE WORK EXPERIENCE

This is an accredited work program for seniors. You may receive more information in the main office regarding Cooperative

Work Experience. All students planning to use work experience as credit for athletic eligibility must be registered in advance.

CREDIT RECOVERY

Students who have failed classes will have the opportunity to make up credits lost by: retaking the class in room, taking online classes, or by attending summer school at the beginning of the summer. Students may obtain more information at the main office.

DEFIANCE/INSUBORDINATION

All certified and classified staff members have supervision duties at all times in all areas of the campus and at all school functions. Whether the staff member is known to you or not, you are expected to comply with any reasonable request made by any staff member. Failure of a student to comply with such a request may result in detention or suspension. Failure by a student to give his/her proper name when requested by a Springfield School District employee may result in detention or suspension from school. DISCIPLINE - EXPULSIONS

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, twitter, Facebook, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, videos, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered denied. Denials may be appealed by submitting the materials to the Director of Secondary Schools; material not approved by the Director of Secondary Schools within three days is considered denied. This denial may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to appeal.

EMERGENCY LOCKDOWN PROCEDURE

In the event, an immediate threat to the safety of staff or students exists, it may be necessary to put the campus under modified lockdown (precautionary) and/or a lock-down.

All staff and students will be trained on the modified lockdown/ lockdown procedure throughout the school year.

In the case of the event, the modified lockdown/lockdown will remain in effect until given an all clear by the office. (Please Note: This procedure is subject to change)

ELECTRONICS AND CELL PHONE DEVICES

- We encourage all students to leave all electronics at home and are not responsible for lost or stolen items.

- Devices include cell phones, gaming devices, eReaders, tablets, laptops, etc.

CELL PHONE POLICY:

Our ‘Why’

We care about our students’ learning. Research is clear that students who are distracted learn less. Even the presence of a student’s personal device causes students to fracture their attention between learning and social hyper-responsiveness. Again, if they are distracted, their opportunity to learn decreases.

We care about our students’ mental health and emotional well-being. We have the opportunity to make classrooms free of social competition, put downs and online harassment. Students cannot participate fully in learning if they feel pressured, judged or socially anxious.

This new school year, we are strengthening our enforcement of GHS policy that addresses personal electronic devices and social media as well as Springfield School District JF/JFA “*Student Rights and Responsibilities.*”

The procedures outlined below will be in place on the first day of school at GHS. Please read them carefully to ensure that you and your child fully understand the expectations and consequences for violating the personal device policy.

Student personal devices will be off and away from bell to bell. Students may access their personal devices before school, during passing times, lunch, and after school. This policy includes any personal electronic device not issued by the school (cell phone, iPod, MP3, headphone devices, smartwatch, etc.).

All classrooms will have a locking personal device storage unit. The secure unit will be in a space in each classroom easily monitored by the teacher. Teachers will respectfully invite students at the beginning of each class to turn their device in to the teacher who will then store the device in the secure unit. At the end of each class, teachers will retrieve the devices and hand them back to students.

If a student accesses a personal device during class time, **the following will occur:**

- Teacher will instruct students to report to the office.
- Student will deliver powered-off personal device to office staff.
- Office staff will notify parent/guardian and inform them of the incident
- Parent/guardian may pick up the personal device at any time during the day.
- If parent does not pick up device, the student may retrieve it at the end of the school day.
- If a student violates the policy with another student’s personal device, the same process and consequences apply to the student in possession of the personal device.
- If student refuses to report to the office or to deliver the personal device as required, additional consequences will follow, up to suspension for the day.
- **Continued violations** are subject to student contract or suspension and /or loss of privileges.

In the event of an emergency parents/guardians may call the main office at (541) 744-8862

Use of cell phone cameras to film people without their permission, fights, illicit activity, or harassment is not allowed. Students who do so will be subject to disciplinary action.

DRESS & GROOMING: Dress for Success

We expect our students to dress for success. GHS students are preparing for the work environment. When dress and grooming disrupt the learning process or a school activity then it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home or counseling with the student and/or parent. Clothing that may be disruptive to the learning process include clothes that are unsanitary, create a safety hazard, advertise drugs, alcohol, or paraphernalia, advertises gang involvement, discriminate against protected class (race ethnicity, sexual orientation, etc.), hate-filled, display violent images or are overly revealing/sexual in nature or sexually explicit messages with images and/or language.

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.

FIGHTING AND ASSAULTS

Fighting is completely unacceptable and not allowed at Gateways High School. Students involved in fighting or filming a fight will be subject to suspension up to expulsion from school and police involvement. Students having disagreements that they believe may lead to physical confrontation should report the situation to a staff member immediately to peacefully resolve the situation.

FIRE DRILLS

Fire drills are an important part of our safety program at Gateways High School. They are held several times during the school year. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with posted directions. Safety is our priority. When the alarm stops, staff and students will be directed into the building by the administrative team.

Students are reminded that no one is to tamper with the fire alarm boxes. To do so is in direct violation of the state law, and violators will be turned over to the city fire marshal. Also, students involved may be suspended.

GRADES AND ACADEMIC PROGRESS

Grades consist of A, B, C, D and F. All F's will figure into the student's G.P.A. Work experience will be non-graded and given either a P (pass) or NP (no-pass). Exceptions to the above guidelines may be made with the consent of the teacher, Parent or Guardian, guidance counselor, and appropriate administrator.

GRADUATION EXERCISES

Students who have not met the graduation requirements or are not within 1 credit of meeting the graduation requirements will not be permitted to take part in the school's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

GRADUATION REQUIREMENTS

The State of Oregon requires all students to complete a certain series of courses, meet essential skills, and complete “personalized learning” component.

*Quarter Classes at GHS= .25 credits 4 quarters in a year 7 periods /day

English Language Arts	4 credits
Math-Algebra I & Above	3 credits
Science-Scientific inquiry & Lab	3- credits
Social Science <ul style="list-style-type: none"> • .5 Government/.5 Economics • 1.0 US History • 1.0 Global Studies 	3-credits
Health	1credit
Physical Education	1credit
Fine Arts/Applied Arts Career & Technical Education Second Language	3 credits total
Electives	6 credits
Total Credits	24 credits

<p><u>Essential Skills</u></p> <ul style="list-style-type: none"> • Read & comprehend a variety of text • Write clearly & accurately • Apply mathematics in a variety of settings 	<p>Variety of Ways to Meet by meeting required scores on any combination of the following:</p> <ul style="list-style-type: none"> • State of Oregon Assessments (SBAC/OAKS) • PLAN/ACT/PSAT/SAT • Work samples • Work keys
---	--

<p><u>Personalized Learning Requirements:</u></p> <ol style="list-style-type: none"> 1. Education Plan & Profile: develop an education plan to meet graduation requirements connected to post-high school goals and document progress in their profile 2. Career Related Learning Experiences (CRLE): students connect classroom learning with real life experiences in the workplace and community. 3. Extended Application: students apply academic standards, essential skills and technical knowledge and skills appropriate to their personal interests and post-high school goals for college and/or career. 4. Career-Related Learning Standards (CRLS): students demonstrate personal management, communication, problem solving, teamwork, employment foundations, and career development.
--

HARASSMENT /BULLYING/THREATS

Harassment is any behavior perceived by the receiver or others as unwelcome or hostile and creates an unsafe learning environment. Harassment includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; unwelcome touching; and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of that individual's or group's protected class.

Harassment involves any act that denigrates or shows hostility or aversion towards an individual because of his/her race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability.

Harassment, intimidation or bullying means any act that interferes with a student's education, opportunities or performance.

Harassment in any form (verbal, written, electronic, direct or third party) is strictly prohibited.

Harassment includes any act that substantially interferes with a student's educational benefits, opportunities, and performance, or that has the effect of:

- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
- Extortion of money, property or personal favors
- Verbal harassment (teasing, taunting, name calling, threats, spreading rumors)
- Invasion of personal space or inappropriate touching
- Offensive gestures (threatening postures)
- Theft or destruction of a student's property
- Physically harming a student or endangering a student's property
- Creating a hostile educational environment.

Such conduct or communication is illegal and will result in appropriate corrective action taken as outlined in the Student Rights and Responsibility Handbook.

“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 whose behavior is found to be in violation of this policy will be subject to loss of privileges and/or discipline, up to and including expulsion. (JFCFA/GBNAA)

The district may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device on district property or district-sponsored activities under policy JFCEB- Personal Communication Devices and Social Media.

Use of personal communication devices or district property to harass, intimidate, or bully another is prohibited. Examples of cyberbullying include, but are not limited to, the following:

- Sending or posting mean, vulgar, or threatening messages or images
- Posting sensitive, private information about another person
- Targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment

Retaliation is defined as harassment, which includes intimidation, bullying, or cyberbullying toward a person in response to a previously reported harassment incident. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry, is prohibited. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint is substantiated. If the complaint is found to be without merit or cannot be substantiated, all parties shall be so notified. Individuals determined to be guilty of harassment, including intimidation, bullying or cyberbullying, shall have the right to appeal the determination to the superintendent and the board of directors. Reports may be submitted anonymously. Any person found to knowingly make false accusations of harassment, including intimidation, bullying, or cyberbullying, shall be subject to discipline procedures following the rules established in the Student Rights and Responsibilities Handbook.

Sexting is defined as sending and receiving photos that are of a sexual nature. Knowingly possessing or controlling any photograph, motion picture, videotape, or other visual recording of sexually explicit conduct involving juveniles will result in to school discipline including suspension up to expulsion in addition to police involvement and possible prosecution.

Threats: Gateways High School prohibits threats, including verbal, written, physical, or electronic, that cause physical or emotional harm to students, staff or property. Discipline may include suspension up to expulsion in addition to police involvement.

HOW TO REPORT A THREAT

Tell a teacher, school counselor, or administrator.

Let your parent or guardian know what happened.

If you're worried the person will find out you reported him/her and harm you, ask to have your contact be kept confidential. Ask your parent or guardians to call the school and report the incident for you.

Report each threat you hear. Even if you've reported a student already, bring any continued threats to the school's attention.

If you have any doubt about reporting something, remember that your small effort today may prevent you or your friends from getting hurt later.

All students should feel safe at school and in their communities. SafeOregon gives students, parents, schools and their communities another way to report safety threats or potential acts of violence. Go to safeoregon.com to report and/or get more information.

GHS WEBSITE/FACEBOOK

Please refer to the GHS website: **and the Gateways High Facebook** account. Many events and activities are regularly posted on these communication websites. Additionally, daily activities will be posted on the daily announcement page.

IDENTIFICATION CARDS /BUS PASSES:

All students are issued a ID card at the time of registration. **Students are expected to carry this ID card at all times.** If a student loses their ID card, they may obtain a new one in Main office for a set fee.

The district is working with LTD. All students will be able to ride LTD for free.

IMMUNIZATION INFORMATION:

- Minimum requirements for complete immunization are as follows: (Preschool through 12th grade, after March 14, 1982):
Diphtheria/Tetanus/Pertussis - four (4) doses, unless the 4th dose was received prior to four (4) years of age, in which case a 5th dose is also required.
- *Polio* - 4 doses
- *Varicella (Chicken Pox)* – 1 dose, received after 12 months of age.
- *Measles* - 2 doses, received after 12 months of age
- *Rubella* - 1 dose, received after 12 months of age. (Vaccine licensed in June, 1969 - only valid after this date.)
- *Mumps* - 1 dose, received after 12 months of age. (Vaccine licensed in December, 1967 - only valid after this date.)
- *Hepatitis B* - 3 doses, received after 12 months of age.

A primary and secondary review of records will be made during the first few months of school. Students with improper immunization information will be excluded with the proper notice. New students entering Gateways High School will turn in immunization information to the school nurse and fill out the proper forms.

LUNCH

Lunches may be brought to school from the cafeteria plate line or short order lines. All students are expected to take their tray and litter to the correct receptacle. Misuse of the cafeteria by individuals may result in the loss of cafeteria privileges, in an assigned detention or campus clean up. Students refusing to serve assigned clean up or detention are subject to suspension from school.

Free and reduced lunches - Free and reduced lunches are available to Gateways High School students meeting the federal guidelines. More information is available in the cafeteria, counseling, or district nutrition service office.

MEDICATION AT SCHOOL

All prescription medication must be brought to school by an adult, preferably the legal guardian or parent and counted in the presence of that adult and a person on the school staff. We will not be able to administer medication brought to school by the student. Medication will be checked in and kept in a locked cabinet in the Health Room. A permission form, available from the health assistant, must be completed and signed by the parent or guardian.

Either a note from your physician or a new prescription bottle must verify changes in prescription medication. We are not allowed to take orders over the telephone from either the Parent or Guardian or a physician. The physician may FAX any changes to the school at 541-744-8863.

If a dose of medication is missed that is usually given at home, we are no longer allowed to accept your call to give it to your student. You may come to school and administer the medication, or you may ask your physician to write an order to allow us to dispense medication in the morning.

Nonprescription medication means commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose, and cough drops, cough suppressants, pain relievers, decongestants, antihistamines, topical antibiotics, anti-inflammatory, and antacids. A permission slip including the student's name, the name of the medication, how it is to be given (by mouth, etc.), dosage and frequency of administration must accompany the medication and the medication must come to school in the original container or packaging.

Parent or Guardians are responsible for refilling the school's supply of medication. We will notify you when the supply is getting low so you have time to refill the prescription. Ask the pharmacist to provide you with a bottle for home and one for school. If the order calls for medication to be cut in half or otherwise prepared in some manner, Parent or Guardians are expected to have the medication properly prepared before bringing it to school. If you have questions or concerns you may contact our school nurse.

MONEY/VALUABLES AT SCHOOL

Large sums of money or valuables (e.g. iPhones, iPods, gaming devices, etc.) should never be brought to school. Students should bring only enough money to buy their lunch or school related items. Large sums of money/valuables could be stolen when brought to school. **The school district is not responsible for items lost or stolen.** Students are therefore encouraged to safeguard their belongings and leave valuables at home.

PLAGIARISM (COPYING/CHEATING)

The definition of plagiarism is the passing off of the thoughts or work of another as one's own. Plagiarism involves giving the impression that a person has thought, written, or produced something that has, in fact, been borrowed from another. Plagiarism results from: copying the work of another person, submitting the work of another person, or closely paraphrasing a piece of work without due acknowledgement.

Forged attendance notes also fall into this category. The circumstances relating to an allegation of plagiarism shall be assessed to determine if the following should apply:

Incidents of plagiarism referred to the school administration will result in Parent or Guardian notification. The student will receive no credit for the assignment and may receive disciplinary action including detention and/or suspension. Notes of the incident will be documented in the student's behavioral file.

Multiple infractions could result in loss of class credit and suspension.

POSTERS AND OTHER PUBLICITY MATERIAL

An administrator must approve any poster or public announcement posted on campus. Posters for non-school sponsored activities may not be placed on campus unless the activity director or an administrator has approved them. The election committee will post publicity rules for the class and student body campaigns. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the Parent or Guardian in writing and include the reason for the request.

QUESTIONING

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. Parent or Guardians are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting Parent or Guardians.

RELEASE OF STUDENTS FROM SCHOOL

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

SEARCH AND SEIZURE:

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or is in violation of the Student Code of Conduct or District policy. Illegal items or other possessions determined to be a threat to the safety or security of others, may be seized by district officials. Items may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to lockers or desks, may occur at any time. Items belonging to the district, and items that are unlawful or are in violation of District policy may be seized. Students will be notified of any items seized as inappropriate. Criminal charges may apply. Lockers and parking lots may be subject to canine detection search.

Seizure of Illegal Items

Illegal items such as (a) firearms, dangerous weapons, illegal drugs and drug paraphernalia, (b) possessions reasonably determined to be a threat to the safety or security of others, (c) items which may be used to disrupt or interfere with the educational process, and (d) items which constitute evidence of a violation of school rules may be seized by school officials. Any dangerous illegal weapon may be turned over to a law enforcement agency. Other items which may be used to disrupt or interfere with the educational process may be returned upon completion of a conference with the parents/guardians of the student believed to be the owner or possessor of such items. Parents/guardians will be notified whenever any illegal item is removed from a student's possession, unless the notification would unduly interfere with the investigation of a law enforcement agency. Parent/guardians must pick up items that constitute a threat to others.

STUDENT APPEAL PROCEDURES

Students or parent /guardians of students have a method of appeal, when in the opinion of the student or parent /guardian normal rights have been violated. The student and/or parent /guardian should first make every attempt to resolve the difficulty, misunderstanding, disagreement or alleged violation with the person or persons involved (Example: If a student feels a lower grade was received than was deserved).

- Attempts should be made to resolve the problem first directly with the teacher, coach, etc.
- A parent/guardian may present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within 10 days of the alleged violation, misinterpretation or misapplication. The administrator will investigate the complaint, convene a meeting of the parties to the complaint, if appropriate, and render a decision in the matter. The decision will be communicated to the parties to the complaint. If there is doubt regarding the appropriate administrator to contact or if the conduct of the administrator who would otherwise be contacted may be in question, contact may be made with the Director of Secondary Education.
- If the dispute is not resolved informally, the complainant may provide the administrator with a written description of the alleged violation, misinterpretation or misapplication within ten (10) workdays of the date the decision at the informal level is communicated. The administrator will notify his or her supervisor upon receipt of a written complaint, the administrator will provide the citizen or employee with a written response.

- If the complainant or employee is not satisfied with the decision of the administrator, or if a timely response is not given, the complaint may be appealed to the Director of Secondary Education. When presenting the complaint, the complainant or employee will include a written copy of the complaint, the administrator's decision, if any, and the reason for the appeal. The Director of Secondary Education may conduct an investigation, which may include convening the parties to the claim. The Director of Secondary Education will issue written finding of fact and a written decision in the matter with 30 days of the date of the appeal.
- Within ten (10) days of the decision of Director of Secondary Education, or if a timely response is not given, the complainant or employee may appeal to the Superintendent.
- The district or employees will not retaliate against any complainant for exercising rights provided by the administrative procedure. Retaliation by a District employee against a complainant for exercising rights provided by this administrative procedure will result in appropriate disciplinary action.

STUDENT EDUCATION RECORDS

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

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without Parent or Guardian and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without Parent or Guardian or eligible student authorization or as otherwise provided by Board policy and law.

The Principal maintains education records in a minimum one-hour fire-safe place in the counseling office. permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended.
- Course of study and marks received
- Data documenting a student's progress
- Credits earned;
- Attendance;
- Date of withdrawal from school;
- Social security number;
- Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.
- Memory aids and personal working notes of individual staff are considered personal property and are not to be interpreted as part of the student's education records provided they are in the sole possession of the maker.

STUDENT VEHICLES & PARKING

All student vehicles must be registered at the front office. Students must show valid driver's license and proof of current insurance. Student drivers are expected to drive safely and follow all traffic rules. Students who use their vehicles for any inappropriate or illegal activities will be reported immediately for disciplinary and/or legal action.

SUSPECTED CHILD ABUSE:

Child abuse can be mental, emotional, physical, or sexual. People may be guilty of abuse if they personally inflict the abuse, or if they cause or permit a child to be in a situation that results in the abuse. Some students are abused by adults in their own home or by adults they meet in a work or school setting. Child abuse can happen anywhere including but not limited to at home, school, childcare, or even in a church or other religious building.

Suspected Inappropriate Sexual Conduct: Inappropriate sexual conduct is any unwelcomed behavior (verbal communication, nonverbal communication, or physical) that communicates sexual desire to others. This inappropriate behavior can be student-student, adult to student, or student to adult. School staff to student inappropriate sexual conduct has been more commonly reported through new organization and is of particular concern due to the natural trust students has for adults in schools. Any suspected inappropriate relationship between a student and school staff member should be reported to a counselor, administrator, or trusted adult in the school.

Reporting: Students can sometimes play an important role in preventing the abuse of other students. If any student describes mental, emotional, physical, or sexual abuse by an adult, then reporting the abuse to an adult can prevent future crimes. Unfortunately, child abuse victims do not always discuss their abuse and often hide evidence of abuse due to embarrassment.

The best action a student can take if there is any suspicion of child abuse or an appropriate sexual conduct is to discuss with a school counselor, administrator, teacher, or other trusted adult. If possible information will be kept confidential and source of information will not be indemnified. The most important thing to remember is that discussing suspected child abuse with an adult can prevent further abuse.

TOBACCO, ALCOHOL AND DRUGS:

The use, sale, distribution, or possession of tobacco, alcoholic beverages, drug paraphernalia or illegal drugs on school property or while attending school-sponsored activities, or while being transported by district-provided transportation, may result in immediate suspension with possible expulsion. Students participating in extracurricular activity programs will also be subject to rules described in the high school student activities code, which includes special rules related to substance abuse. A student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

1. **Tobacco:** Students who use, possess, furnish and/or share tobacco on district property during school hours or at any school sponsored activity may be subject to immediate suspension and/or expulsion.
The principal or designee shall per Board policy JFCG-AR
 - a. **First Offense:**
 - i. Conference with the student, confiscate tobacco and materials, detention assigned and conference with parents.
 - b. **Second Offense:**
 - i. One day out of school suspension and performance of service to school or community.
 - c. **Third Offense:**
 - i. Three day out of school suspension, suspension from extra curricular activities for remainder of the semester.

*Consistent refusal or neglect to follow the rules may lead to expulsion.
**Referral to law enforcement may be made at any time.
2. **Alcohol, Narcotics, and Dangerous Drugs:** A dangerous drug is defined as any drug or imitation drug obtainable with or without a prescription that has been used in a manner that is illegal or is dangerous to the health

of the used. This includes, but is not limited to marijuana, cocaine, heroin, methamphetamine, stimulants, depressants, hallucinogens and steroids.

Students who use, possess, share, or are under the influence of alcohol, narcotics, or other dangerous drugs on district property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion.

The principal or designee shall:

- a. First Offense:
 - i. Notify and request an immediate conference with the parents of the student.
 - ii. Suspend the student for violation of the district rules for five school days, with an expulsion recommendation pending.
 - iii. Notify appropriate law enforcement/juvenile agency for possession and/or furnishing violations.
 - iv. Request that a suspended student desiring to be readmitted into the district educational program obtains a chemical assessment performed by a school-approved third party at the parent's expense. The results of the assessment and/or treatment program must be submitted to the principal or designee for review. Further, the student and parents must agree to fulfill the recommendation of the assessment and submit a final treatment report to the principal or designee.
 - v. Failure to follow through with participation and completion of the recommended drug or alcohol program may result in the original expulsion being processed.
 - b. Second Offense: Follow the first three steps as set forth for a first offence except that for a second offence expulsion will be recommended.
 - c. Subsequent Offences: Follow the first three steps as set forth for a first offence, except that for a second offence expulsion will be recommended.
3. Selling Narcotics or Dangerous Drugs: Sale or distribution of narcotics or dangerous drugs on school property or at school-sponsored events shall result in immediate suspension with the recommendation for expulsion. If a student has been found to be selling or distributing narcotics or dangerous drugs while on school property or at a school sponsored event, the principal shall:
 - a. Notify the parents and request an immediate conference.
 - b. Suspend the student for violation of the district rules for up to 10 school days, with an expulsion recommendation pending.
 - c. Notify appropriate law enforcement/juvenile agency.
 4. Self-referred students: These students may or may not be suspended. However, a chemical assessment and attendance in chemical abuse instruction and support groups at parents expense may be requested.

THEFT

Officials at Gateways High School make every attempt to make our school safe. Theft does occur, however. Students who have had something stolen should report the incident immediately to the Student Services office. If we don't know about the theft, we aren't aware there is a problem and therefore can't help. Please help us help you.

Students found guilty of theft will be subject to suspension from school, law enforcement will be notified and will be required to make restitution for the stolen item(s). **Springfield School District assumes no responsibility or liability for items lost or stolen. Valuables should be checked in at the office or be left at home.**

VANDALISM/GRAFFITI

Any student who vandalizes, draws, or writes graffiti and/or who otherwise cause damage and/or destruction of school property will be subject to discipline and/or suspension, and will be required to pay restitution. Restitution includes custodial charge for clean up and/or removal. The district assumes no responsibility or liability for loss or damage to vehicles, bicycles, or other conveyances.

VISITORS

Parent/Guardians are encouraged to visit district schools. To ensure the safety and welfare of students, the school environment is not disrupted and visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. An administrator will approve requests to visit classrooms with 24 hour notice as appropriate. Classroom visits by parent/guardians requires at least 24 hour notice. Students from other schools or visiting from other areas are not permitted to attend classes and/or visit. Prior students wishing to visit may do so after 3:15 PRIOR permission from staff.

WATER DEVICES

No water devices (such as squirt guns, water cannons, water balloons, etc.) are allowed on campus, as they are a distraction to the educational environment. Students violating these provisions will be asked to surrender the item(s) to school officials and may be subject to school discipline.

WEAPONS

A student will not come onto the school premises with a firearm, explosive, weapon, illegal knife, or replica, unless pursuant to written regulations or written authorization of the District. The student will not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use any weapon or replica, of any kind.

Students are also prohibited from bringing to school or a school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to: Incendiary devices, including fireworks of any kind including lighters and matches, clubs or nightsticks, razors, metallic knuckles, chains, guns (includes any gun, including but not limited to, "disc" guns and water, or paint guns/devices), knives of any size, including pocket-knives (including "look-alikes"), laser lights, any other object used in a way that threatens to inflict bodily injury on another person.

The possession or use of articles not generally considered weapons might be prohibited when, in the principal or designees judgment, a reasonable chance of danger exists to the student in possession, or to students, staff, or school property. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

WITHDRAWAL REQUIREMENTS

- Students withdrawing from Gateways High School must request a withdrawal form from the Main Office.. Students may be withdrawn for the following reasons:
- Parent or guardian request (in person or in writing).
- Non-attendance (as defined by ORS 339.065).
- Students are officially withdrawn and transcripts will be sent after:
- All fines and fees are paid.
- All books are returned or restitution made and cleared by librarian's signature.
- School ID card has been returned
- All classes are cleared by teacher's signature.
- Administrative approval.

Progress Requirements and Expectations:

As part of the progress and transfer expectations to Gateways High School, all students are expected to:

- “Be in good academic standing”: pass all their classes and earn credit towards diploma.
- Maintain an attendance rate of 90% or greater.
- Follow behavior expectations.

“Support Notice”:

Students struggling to meet expectations described above will be given a “*Support Notice*” for the next term. Additional support is available including:

- Academic tutoring during lunch and after school Mon-Thursday from 3:15-5pm
- Mentor upon request
- Counseling and mental health support

If a student demonstrates significant improvement in the following term by passing all classes and meets attendance/behavior expectations as described above, he/she/they will be removed from the “*Support Notice*.”

If a student doesn’t show significant improvement they will be placed on an “*Achievement and Success*” contract the following term to help provide more targeted support.

“Achievement and Success Contract”:

Students who fail to pass all classes in any marking period, and continue to struggle to meet attendance/behavior expectations described above will automatically be put on an “*Achievement and Success Contract*” the following term. Students will be required to attend all after school tutoring sessions offered until they are passing all classes with a C or better.

Students on an “*Achievement and Success Contract*” also will check in weekly with parent and mentor/ teachers to:

- determine their grades
- review attendance
- review behavior
- identify possible rewards for meeting weekly goals

If a student demonstrates significant improvement by passing all classes with a C or better and meets attendance/ behavior expectations, the contract will be considered successfully completed and he/she/they will be removed from the “*Achievement Contract*.” Students on “*Achievement and Success Contract*” who do not show significant improvement by meeting expectations described above will move to a “*Review of Transfer Status*.”

“Review of Transfer” Status:

When students have shown repeated unsuccessful academic performance/effort and /or continually do not meet behavioral/attendance expectations, their placement at Gateways will be reviewed. The team may decide to continue the “*Achievement and Success Contract*”, revoke the transfer, and/or possible consider other placements.

Students will have the opportunity to earn their way back to Gateways by demonstrating growth in the new setting for at least one term. A specific contract will be developed that student may follow upon return.