



Helix Charter School

STUDENT HANDBOOK

ACADEMIC & ATHLETIC

Including Student Code of Conduct and
Extra-Curricular Activities Code

2024-2025

HELIX CHARTER SCHOOL

PO Box 398
HELIX, OR 97835
(541) 457-2175

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WELCOME TO HELIX CHARTER SCHOOL

This handbook has been prepared to orient students and parents in the areas of school services and activities. The handbook outlines rules and regulations necessary for the efficient operation of your school. Parents and students should take the time to read this handbook carefully. Questions most commonly asked about school are answered in the pages which follow. If there are any unanswered questions, don't hesitate to call the school 541-457-2175 for answers. Parents and students need to understand not all rules and regulations have been or could be listed. Students will be responsible for appropriate behavior at all times while at school, during school transportation, or school functions.

HELIX SCHOOL STAFF

Brad Bixler	Superintendent/Principal
Cindy Wood	Administrative Assistant
Tammie Parker	Athletic Director
Addie Corey	Kindergarten
Cory Torrence	1 st grade
Katie Harlow	2 nd grade
Carolyn Bessette	3 rd grade
Dustin Curtiss	4 th grade
Kristle Allison	5 th grade
Sara Phinney	MS ELA/Spanish/Library
Chris Peters	MS Social Studies/K-5 PE/HS Conditioning
Cydney Curtis	MS Math/MS Science
Rachel Gavin	HS Science
Rory Simpson	American Studies/Global Studies/Government/MS PE
Tim Kahl	HS ELA/Creative Writing/Speech
Bob Fairchild	HS Math/Health
Ian Summerfield	Band/Music
Madelin Muilenburg	Ag Science/Ag Fabrication
Arnold Wardwell	Ag Fabrication/Construction
Sharilyn Newton	Special Ed/Intervention Coordinator/HS Careers
Lorin Kubishta	US History/Business Lab/Publications/Entrepreneurship/Tech Prep
Stephen Jensen	Paraprofessional/Recess Supervisor
Astoria Thornton	Paraprofessional/Library
Shaylee Roberts	Paraprofessional
Niccy Secore	Paraprofessional
Tia Sharp	Paraprofessional
Miranda Morris	Child Behavior Specialist
Katie Zmuda	Head Cook
Mary Lewis	Maintenance/Grounds/Custodian
Danielle Watson	Kitchen Assistant/Custodian
Hayley Buckley	Spirit Advisor/Custodian

The Helix School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex, in providing education, access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Mr. Brad Bixler, Superintendent/Principal

HELIX SCHOOL CALENDAR 2024-2025
TOTAL PUPIL - 176
TOTAL TEACHER DAYS - 180

August 19, 20, 21 (Mon, Tues, Wed) IN-SERVICE (3 DAYS)

<u>FIRST QUARTER</u>		<u>AUGUST 26 – OCTOBER 25</u>	
AUGUST	(MON)	26	SCHOOL BEGINS FOR STUDENTS
SEPTEMBER	(MON)	2	NO SCHOOL- LABOR DAY
SEPTEMBER	(WED)	11	½ DAY PENDLETON ROUND-UP
SEPTEMBER	(THUR)	12	½ DAY PENDLETON ROUND-UP
SEPTEMBER	(FRI)	13	NO SCHOOL- PENDLETON ROUND-UP
OCTOBER	(FRI)	11	NO SCHOOL --STATEWIDE INSERVICE
OCTOBER	(FRI)	25	1/2 DAY INSERVICE - DISMISS 12:30 PM
OCTOBER	(FRI)	25	END OF 1 ST NINE WEEKS 43 days

<u>SECOND QUARTER</u>		<u>OCTOBER 28 - JANUARY 17</u>	
NOVEMBER	(WED)	6	FULL DAY OF SCHOOL- PARNET CONFEEENCES 3:30 – 8:00 PM
NOVEMBER	(THURS)	7	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30-8:00 PM
NOVEMBER	(FRI)	8	NO-SCHOOL – PARENT CONFERENCES (K-12) 8:00 AM – 12:00 PM
NOVEMBER	(MON)	11	VETERANS DAY – NO SCHOOL
NOVEMBER	(MON-FRI)	25-29	NO SCHOOL -- THANKSGIVING VACATION
DECEMBER	(FRI)	20	1/2 DAY INSERVICE - DISMISS 12:30 PM
DECEMBER	(MON)	23	CHRISTMAS VACATION BEGINS
JANUARY	(MON)	6	SCHOOL RESUMES
JANUARY	(FRI)	17	1/2 DAY - INSERVICE - DISMISS 12:30 PM
JANUARY	(FRI)	17	END OF 2 ND NINE WEEKS 44 days

<u>THIRD QUARTER</u>		<u>JANUARY 21 – MARCH 22</u>	
JANUARY	(MON)	20	NO SCHOOL – MARTIN LUTHER KING JR B-DAY
FEBRUARY	(FRI)	7	½ DAY IN-SERVICE- DISMISS 12:30 PM
FEBRUARY	(MON)	17	NO SCHOOL - PRESIDENT'S DAY (Optional Snow Day Make-up)
MARCH	(FRI)	21	1/2 DAY – INSERVICE – DISMISS 12:30 PM
MARCH	(FRI)	21	END OF 3 rd NINE WEEKS 43 days
MARCH	(MON-FRI)	24-28	SPRING VACATION

<u>FOURTH QUARTER</u>		<u>MARCH 31 – JUNE 4</u>	
APRIL	(WED)	2	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30 – 8:00 PM
APRIL	(THURS)	3	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30-8:00 PM
APRIL	(FRI)	4	NO SCHOOL - PARENT CONFERENCES (K-12) 8:00 AM -12:00 PM
MAY	(FRI)	16	LAST DAY FOR SENIORS
MAY	(SUN)	18	BACCALAUREATE
MAY	(FRI)	23	KINDERGARTEN GRADUATION/ROSE CEREMONY
MAY	(SUN)	25	SENIOR GRADUATION
MAY	(MON)	26	MEMORIAL DAY (OBSERVED)- NO SCHOOL
JUNE	(TUES)	3	1/2 DAY SCHOOL (LAST DAY OF SCHOOL)- DISMISS 12:30 PM
JUNE	(TUES)	3	END OF 4 TH NINE WEEKS 46 days
JUNE	(WED)	4	CONTRACTED TEACHER WORK DAY

PREFACE **

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration

ADMISSION

A student seeking enrollment in the Helix Charter School for the first time must meet all academic, age, immunization, fees and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. Parents of out-of-district students need to request admission through an application process provided by the Helix Charter School. No new non-resident students may be admitted for the current school year after October 1st.

ALTERNATIVE EDUCATION PROGRAMS

At least two alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction, or instruction combined with counseling, and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

In-District Alternative Education Programs

1. Tutorial instruction;
2. Small group instruction;
3. Work experience;
4. Instructional activities provided by other accredited institutions; (IMESD VLA).

Non-District Alternative Education Programs

1. Other schools/programs;
2. Blue Mountain Community College;
3. Others as approved by the district.

The district pays the alternative education program cost, or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems are defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

ASBESTOS

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

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES/ACTIVITIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. All teachers will supervise their students during assemblies.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Absences and Excuses

The day you return to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;

3. Emergency situations that required the student's absence (Define emergency by parental note);
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation slips from medical/dental office required;
6. Other reasons deemed appropriate by the school administrator or teacher when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who leaves school during the day must phone or bring a note from his/her parent prior to leaving campus. Students will not be allowed to sign themselves out of school. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason is expected to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the teacher(s) to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work following your return or as allowed by the teacher may result in a grade of 50% for the assignment. Absenteeism may be used as one of several criteria for the reduction of grades. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

Pre-arranged Absence

A pre-arranged absence form must be completed if a student knowingly is to be absent for an entire day or more from school. Students are to have all work assigned, completed and ready to turn in upon returning to school.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals, and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction, or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis, and will be reviewed by the school no later than the [second week] of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

STUDENT MANAGEMENT PLAN

The Role of Discipline in School:

Rules and guidelines in connection with the behavior of students are essential to maintaining a proper learning atmosphere in school. In any community, whether it is civic or school, certain standards of behavior are mandatory upon its citizens. Compliance with those standards, particularly with respect to the rights of others, is basic to the preservation of our way of life.

The most effective discipline is self-discipline. The mature person disciplines him/herself. One of the primary aims of Helix School is to develop in each student a level of self-discipline that will prepare him/her for a successful, self-directed life.

The majority of students make easy and satisfactory adjustments to society. For these students the development of self-discipline is a matter of normal social and psychological growth. Strict rules and penalties are needed for only a few students are applied with the goal of modifying behavior patterns rather than merely punishing offenders.

In summary:

1. Appropriate behaviors are expected at Helix. Our underlying philosophy is we respect other people, their property and our school.
2. We have pride in Helix!
3. All students have a "right to an education". Teachers have the right to teach and students have the right to learn.

AWARDS AND HONORS PROGRAM

Students achieving GPA's of 3.25-4.00 will be on honor roll status and will be eligible to be a member of the Honor Society.

Students who meet athletic criteria will be able to earn letters and honors presented at the Spring Athletic/Academic Awards Banquet.

CELL PHONE AND ELECTRONIC DEVICES

Unless as authorized in advance by the principal or designee for health or safety reasons, in the event of an emergency situation that involves imminent physical danger, or when use is provided for in a student's individualized education plan (IEP), devices shall be turned on and operated only before and after school, during passing periods and during lunch. They may not be used at any time in the proximity of any class, school activity, or event that may be in session or in progress during those times. Any student who needs to use a phone during instructional time, may use a school phone with permission. Personal electronic devices are prohibited in bathrooms and locker rooms.

Upon entering each classroom, students will turn off and place their cell phones and electronics and leave them in an area designated by their teachers. This area will be a hanging pocket organizer or a locked store box. At the end of each class, students will retrieve their devices.

Students caught with personal electronic devices during class, will be subject to the following disciplinary action:

1st Offense: The teacher will take the device and place it in the lock box. The student will retrieve it at the end of class.

2nd Offense: The teacher will take the device and the student will retrieve it from the main office at the end of the school day.

3rd Offense: The teacher will take the device and parents must retrieve it from the office.

Students who continue to use personal electronic devices during restricted times will be subject to disciplinary action up to and including in-school suspension, out-of school suspension and expulsion. Students referred to the office for disciplinary reasons may not use personal electronic devices while in the office.

During permitted times, students shall not use their personal electronic devices in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited. A referral to law enforcement may be made if necessary.

Note: Students who refuse to comply with any staff request to relinquish any personal electronic device may be subject to suspension.

The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events.

Definitions - personal electronic device: *A device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This includes smart watches, earbuds, and headphones.*

CLOSED/OPEN CAMPUS

The elementary and middle schools are closed campus from the time of arrival until classes are dismissed at the end of the school day. The high school functions as an open campus for students during lunch periods only. Open campus refers to students being allowed to go to their home (walking within the city limits of Helix) or to the Helix Market during lunch break. Students are not allowed to access their vehicles at any time during school hours unless approved by school authority and have reported to the office. No student may leave when school campus is closed at any time, for any reason, with the following exceptions:

- A specific need verified by parent and approved by superintendent/principal.
- Students who have an approved work-release privilege.

Students who leave school grounds without authorized permission are considered absent/truant. All students must check-out in the office prior to leaving for any reason during closed campus.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as band, NHD, ASB, FBLA, Key Club and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the principal or administrative assistant so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, and COVID-19. Parents with questions should contact the school office.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity, freedom from discrimination, and the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions with which the student believes injure his/her rights;
4. The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for, but not limited to, the following:

1. Theft;
2. Disruption of the district environment;
3. Damage or destruction of district property;
4. Damage or destruction of private property on district premises, or during district activities;
5. Assault, harassment or threats of harm to self or others;
- *6. Any unauthorized possession and/or use of a loaded or unloaded firearm 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.
- **7. Any possession or use of tobacco, alcohol, vaping devices or unlawful drugs;
8. Violations of district transportation rules;
9. Plagiarism;
10. Leaving school grounds, field trips or school-sponsored events without permission;

11. Being disrespectful, or directing profanity, vulgar language or obscene gestures toward students, teachers or other school employees;
12. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
13. 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;
14. Name-calling, Bullying (physical, verbal or Cyber), ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence;
15. Inappropriate physical or sexual contact disruptive to other students or school environment.
16. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student;
17. Hazing;
18. Persistent failure to comply with rules under the lawful directions of staff or district officials;
19. Possession of paging device;
20. Violation of Electronic Media Regulations (including cellular telephones, electronic devices, Internet and computer use);
21. Public Displays of Affection (PDA) – Students will abstain from any displays of affection beyond hand holding.

* In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both.

** An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$ 100,000 fine or both.

CONFERENCES

Regular parent/teacher conferences are scheduled in the fall and spring to review student progress.

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations, or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent to arrange a mutually convenient time.

DISTANCE LEARNING COURSES

Students in grade 9-12 may opt to take independent course work through distance learning with teacher recommendation. The superintendent and teacher must approve all high school distance learning for high school elective credit. High school distance learning may not be used for required credits for high school graduation or for course work already offered through high school instructors in a regular class. As a result of the High School Graduation and College and Career Readiness Act of 2016 (Measure 98), the Helix School District has been awarded revenue for the 2024-2025 school year. This revenue allows the District to pay for all Credit retrieval, Eastern Promise, CTE and all dual credit classes.

COUNSELING

Academic Counseling

Students are encouraged to talk with the district counselor (Class Advisor), teachers and/or the principal in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with the counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest and must submit a completed a guest pass to the principal. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Student may leave with parent or guardian.

DISCIPLINE/DUE PROCESS SCHOOL WIDE DISCIPLINE PLAN

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 administrator.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselor and administrator, detention, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.

When a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she will be referred to law enforcement officials and will move to Step 8.

When a student received an office referral from a staff person he/she is either sent immediately to the office with the referral, sent to the office with a referral to follow soon thereafter, or the referral is sent to the office and the student is called to the office at a later time. This procedure depends on the nature of the incident. The Administration will process the referral in a timely manner and provide feedback to the staff member promptly. A copy of each referral is mailed to the parent or sent home with the student after it has been processed by the administrator. Depending on the severity of the referral a parent will most likely be called sometime during the referral process.

Step 1: The first referral for a student may result in the following Administrative Action:

A. Conference with the student and assignment of one or more of the following:

1. 45 minutes - In School Suspension or detention.
2. Essay on self-discipline.
3. Consequence.

B. Administration informs student of the consequence and the next disciplinary action. A copy of the referral and the consequence is mailed to the parent or sent home with the student.

*Students are assigned detention for the following day so there is time to notify parents and to make transportation arrangements.

In School Suspension (ISS) will be assigned the same day.

Step 2: Any behavior warranting a second office referral (whether from the same or different staff member, for the same or a different behavior) may result in the following Administrative Action:

- A. Two 45 minute detentions (90 minutes) or full day In School Suspension (ISS) and a conference with parent(s). This conference will generally be by phone.

Step 3: A third office referral by any staff member may result in the following Administrative Action:

- A. Two days ISS.
- B. A parent conference with the understanding that the next office referral may result in a one day out of building suspension.

Step 4: A fourth office referral by any staff member may result in the following Administrative Action:

- A. One day out-of-building suspension*, and
- B. A mandatory parent conference in order to be reinstated. The student and parent will be informed that the next office referral may result in a three day out-of-building suspension.
- C. The student will be referred to Helix's Student Study Team (HSST) for possible evaluation or counseling to assist the student with behavioral improvements.

**The student may be placed in ISS for 2 - 3 days upon return to school.

Step 5: A fifth office referral by any staff member may result in the following Administrative Action.

- A. Three day out-of-building suspension*, and
- B. A mandatory parent conference in order to be reinstated. The student and parent will be informed that the next office referral may result in a five day out-of-building suspension.
- C. Review by HSST.

**The student may be placed in ISS for 3 - 5 days upon return to school.

Step 6: A sixth office referral may result in the following Administrative Action:

- A. Five day out-of-building suspension*, and
- B. A mandatory parent conference in order to be reinstated. The student and parent will be informed that the next office referral may result in a 10 day out-of-building suspension.

**The student may be placed in ISS for 5 or more days.

Step 7: A seventh office referral may result in the following Administrative Action:

- A. Ten day out of building suspension*, and
- B. A mandatory parent conference in order to be reinstated. The student and parent will be informed that the next office referral may result in a recommendation for expulsion.

Step 8: An eighth office referral may result in a recommendation to the Board for student to be suspended or expelled. The administration will follow District procedures in the expulsion process.

Note: The Administration may move to any level depending on the nature of the incident.

Detention

A student may be detained outside of school hours [for not more than two hours] on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

In-School-Suspension

In-School-Suspension (ISS) is an alternative to Out-Of-School suspension (OSS). Instead of sending a student home, a room is provided for them at school. In the ISS room students are separated from other students. Students are supervised by an adult who can help them with any assignments their teachers have for them. The

supervisor, or teachers, will bring all assignments to the student in ISS. Students are responsible for all class work missed due to being in ISS. While in ISS students conduct must be exceptional. Violation of ISS rules and standards will result in additional time being assigned.

Students assigned to ISS are to report by 8:30 a.m. and are dismissed at 3:25 pm. When dismissed, students must leave the building immediately unless they need to serve after school detention or discuss an assignment with their teachers. Students may not participate in or watch any extra-curricular activities on days they are in ISS. For lunch, students will have the option of ordering a school lunch or may choose to bring a sack lunch from home.

When parents/guardians do not want their students in ISS they may request out-of-school suspension prior to the initiation of ISS time.

Out-of-School-Suspension

When a student breaks a serious rule or when ISS has not changed their behavior (i.e., keep doing things they should not be doing), the result may be out-of-school suspension (OSS). If a student receives an OSS, they will be sent home and upon return to school their parents will have to come in for a conference with the Superintendent/Principal. Students are allowed to make up work missed due to OSS upon request. Students may not participate in or attend any school activities when they have OSS. Students **cannot** be on the school grounds or near the school premises at any time while serving their OSS.

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 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 the current semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. The expulsion, however, may not extend beyond the second semester unless as otherwise required by federal law.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including seven consecutive calendar days for violations of the Student Code of Conduct

When a disabled student is suspended more than once, or for more than seven consecutive calendar days, or for more than ten cumulative school days during a school year, or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than ten

(10) days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to seven consecutive calendar days or ten cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances the district may obtain a court order to change the student's placement.

DISTRIBUTION OF MATERIALS

All aspects of school-sponsored publications, including 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, tapes 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, 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 or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING (Currently under Board review – Policy JFCA – Student Dress and Grooming)

Responsibility for dress and grooming rests primarily with students and their parents; the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

In the event that any teacher or other school staff, observes a student wearing inappropriate clothing, the student will be expected to change into something more appropriate or checkout of the office to go home and change clothes.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner.

Instruction on fire and earthquake dangers and drills for students grades K-12 and below shall be conducted each school month.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district-related activity, regardless of time or location, and while being transported on district-provided transportation. Students 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.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use, and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually.

Parents are encouraged to contact the Office for information on district and community resources available to assist students in need.

EMAIL, INTERNET AND COMPUTER POLICY (See Electronic Media Regulations [separate document])**

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another adult as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency conditions, the Superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. In an effort to communicate with students and their families, text messages will be sent to mobile numbers on file with the District.

Closure information will be provided on the Helix School website - <https://www.helix.k12.or.us> by 6:15 am.

EXTRA-CURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should refer to the Extracurricular Activities Participation Agreement (pages 32-37) provided within handbook and contact the office for additional information.

FEES

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

1. Club and ASB/Student Council dues;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Instrument rental and uniform maintenance;
6. Fees for damaged library books and school-owned equipment;
7. Field trips considered optional to the district's regular school program;
8. Admission fees for certain extracurricular activities;

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver will be made to the principal.

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. At no time shall a student leave the premises of a field trip without the permission and supervision of the adult in charge.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten (10) days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Fund-raising will be limited to two events per organization. One event may be a feed. The Grizzly Den and cake raffle will not count as one of the two fundraisers. The ASB and Junior High Student Council will not be limited to two fundraisers per year.

GANGS

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

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

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement, and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

GRADING CLASSIFICATION

After the ninth grade, students are classified according to the number of units earned toward graduation

Units of Credit Earned - Grade Placement

6	10 (sophomore standing)
12	11 (junior standing)
18	12 (senior standing)
26	Graduate Status

GRADUATION BACCALAUREATE

Baccalaureate is not a school sponsored activity. Individual participation by seniors is optional. Juniors may participate in set-up, decorations, programs, refreshments, and clean-up of baccalaureate.

GRADUATION EXERCISES

Students who have not met the requirements for a regular or modified high school diploma may not be permitted to take part in the district's graduation exercises.

GRADUATION REQUIREMENTS

In order to graduate from high school in the district, a student must successfully complete **26** units of credit. The State of Oregon requires all students to complete a certain series of courses. The following classes are considered college prep courses and are requirements for admission to the Oregon University System: (4 units) Language Arts; (3 units) Math (Integrated I and above); (3 units) Social Science; (2 units) Foreign Language; (2 units) Science (Physical, Biological). Thirty hours of community service are required during a student's senior year for a Helix diploma. No community service hours are required for a state diploma.

A student in the regular high school program is required to complete the following courses: Language Arts (4 units); Mathematics (3 units); Science (3 units); Social Studies (4 units) (American Government, U.S. History, American Studies, Global Studies); Personal Finance (1 unit); Physical Education (1 unit)¹; Health Education (1 unit); applied arts, fine arts or foreign language (2 units); computer (1 unit) and electives (6 units) for a total of **26** units (A waiver of the Foreign Language requirement will be granted upon approval by parent and administration or Board, providing an additional 2 elective credits are taken by the student).

Valedictorian and Salutatorian will be selected according to the following procedure:

1. A Student Study Team will determine valedictorian/salutatorian from those students who have achieved high honors with an accumulative GPA of 3.75 or above.
2. If no class members have a GPA of 3.75 or above, there will not be a valedictorian or salutatorian for that particular class.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. Foreign exchange students will not be considered in computing class rank, and, therefore will not be eligible for any academic honors.
6. A student may have no more than 4 credits of "Pass" to be considered for valedictorian or salutatorian.
7. At least three elective credits of advanced courses are required by the completion of senior year.
8. Transfer students must attend Griswold High School their complete sophomore through senior year (10th-12th grade) to be eligible.

Seniors with High Honors (accumulative G.P.A. of 3.75+) and at least two advanced credits will graduate with honor cords. Seniors who are members of the National Honor Society are recognized with white stoles.

¹ Starting in 2024-2025, students participating in 3 or more OSAA athletic JV or Varsity sports during a school year may request to have their Physical Education (1 unit) awarded as a Pass for their athletic team participation during a single year. Club team participation is not eligible for credit. Participation prior to 2024-2025 is also not eligible for consideration. Students requesting consideration must contact the Principal before the end of the school year.

GRADING SYSTEM

A - 90 to 100%
B - 80 to 89%
C - 70 to 79%
D - 60 to 69%
F - 50 to 59%

Students who are teacher assistants (TA's) are given either a Pass or Fail grade.

HOMEWORK

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

Whatever the task, the experience is intended to be complimentary to the classroom process.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

Oregon law requires the following shots for school:

A child entering Kindergarten needs:	5 DTaP	1 Mumps
	4 Polio	1 Rubella
	1 Varicella (chicken pox)	3 Hepatitis B
	2 Measles	2 Hepatitis A (New Requirement)

Entering 7th grade, a student will need an additional Varicella shot and a Tdap.

INFECTION CONTROL/HIV, HEPATITIS B AND AIDS

Although HIV, AIDS and Hepatitis B are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using universally recognized precautions. Each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, Hepatitis B and/or other infectious diseases.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and Hepatitis B has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

HIV+ and AIDS - Students

As a general rule, an infected student is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student and/or parent have no obligation to report an HIV+ condition or AIDS diagnosis to the district.

If the district is informed of an infected person the district is prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student and/or parent wish to divulge such information and continue attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

INSURANCE

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, or (2) show proof of insurance.

LOCKERS

Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present. No writing, tape or stickers will be allowed on outside or inside of lockers.

LOST AND FOUND

Any articles found in the school or on district grounds shall be turned in to the school office. Unclaimed articles will be displayed on tables in the multi-purpose room several times per year. At the end of each quarter all unclaimed articles are taken to a local charitable organization.

Loss or suspected theft of personal or district property shall be reported to the school office.

We work very hard at creating an environment that encourages honesty, however we cannot guarantee items will not be taken. Personal items brought to school will be at student's own risk.

LUNCH/BREAKFAST PROGRAM

The district offers confidential free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office.

COST FOR MEALS:

Lunch

Students Grades K-3	\$2.50
Students Grades 4-8	\$2.75
Students Grades 9-12	\$3.00
Adults	\$3.50

Breakfast All grades & adults \$2.00

The district will notify all households of its meal charge requirements early in the school year and households will be contacted whenever an account goes into a negative balance. The district will comply with all state and federal laws regarding meal shaming.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly and should provide the district written directive stating so.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies (LOA) governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

A student who must take a prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent, to the office.

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the students and physician's name, and instructions.

Over-the-counter medication must be accompanied by the parent's and physician's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.

District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district may publish a quarterly newsletter. This newsletter, the events section of the school district website www.helix.k12.or.us, Helix School District Facebook page and District app is also a source of current events occurring in the school district.
3. Become a school volunteer. For further information, contact the district office;
4. Participate in Helix Parent Advisory Council (PAC). The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PHYSICAL EXAMINATIONS

Students in grades 6-12 must have a physical examination performed by a physician every other year prior to practice and competition in athletics.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the athletic director prior to the start of any sport season.

Students shall not participate without a record of passing a physical examination on file with the district. A student must use the district approved physical form available in the office.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. 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. Unauthorized removal of printed material will be dealt with disciplinary action. Signs, banners or posters are **only** to be posted on bulletin boards. They are **not** to be taped, stapled or attached to any other surfaces throughout the school.

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 in writing and include the reason for the request.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The principal or designee 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 as otherwise provided by law. Students will call their parents/guardian or provide a note and then sign out in the office before leaving school grounds.

REPORTS TO STUDENTS AND PARENTS

Written reports of student progress reports and absences shall be issued to parents at least four times a year. Letter grades will be used for grades 5-12 and satisfactory marks will be used for grades K-4. Progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

At the end of the first two or three weeks of a reporting period, the district will report the student's progress to the student and parent. When the student's performance is below average or below the expected level (two D's or one F) the student is on academic probation. Students and parents will be notified. A student athlete will be excluded from practice and games until the student is no longer on academic probation.

SEARCHES AND QUESTIONING

Searches

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, violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others will be seized by district officials.

Items which 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, which are unlawful or are in violation of district policy will be seized. Students and parents will be notified after the search of district property, if any items seized are inappropriate and connected to a specific student.

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. An effort will be made to notify the parent of the situation.

Parents 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 parents.

SPECIAL SERVICES

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the special education director.

STUDENT/PARENT COMPLAINTS

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five (5) calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent within ten (10) calendar days following the conference with the principal or designee and appear before the Board, in accordance with Board policy.

Discrimination on the Basis of Gender Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender should contact the Superintendent/Principal.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

Students with Harassment Complaints

A complaint regarding harassment by a member of the staff to a student or by a student to another student should be filed with the principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

The principal will investigate the complaint and respond to the complainant by scheduling a conference within five days whereby a written response shall be issued. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within ten school days following the conference.

STEP 2. If the complainant is not satisfied with the decision of the principal, he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten school days.

STEP 3. If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT EDUCATION RECORDS

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

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

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

1. Name of student;
2. Name of school;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;

11. Date of withdrawal from school;
12. Social security number; (voluntary)
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members 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.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

Student education records shall be forwarded to other public or private schools, state institution, private agency or youth care center upon notice of student enrollment, no sooner than seven working days after the receipt of a signed, official request. The district shall notify the parent of the student of the requested transfer by phone or regular mail within three working days of the receipt of such request of the right to review the records subject to transfer. The notification will include the date the request was received. Parents may request the amendment of specified contents if the parent believes the contents are inaccurate, misleading or in violation of the privacy or other rights of the student. All such requests to review or amend records shall be in writing and must be received by the district before the tenth working day after the district's receipt of the request to transfer records.

Parents are entitled to a hearing if the district refuses a request to amend specific material.

If no request is made to review or amend records, the district shall transfer the student's educational records no later than ten working days after receipt of the transfer of records request.

If a request to amend specified material is pending, the district shall transfer only those records not subject to the amendment no later than ten calendar days after receipt of the transfer of records request.

The education records of a student will be requested within ten working days of a student seeking initial enrollment in the district.

The notice requirements and other applicable provisions may be provided to the eligible student or student's parent(s) by the district at the time the eligible student or student's parent(s) formally withdraws the student from the district. The eligible student or student's parent(s) may waive the right to request to review or amend the education records that are subject to transfer.

The district may transfer the education record at any time, including before the tenth working day after the receipt of the request for transfer from the new district, if notice to the eligible student or student's parent(s) has been given by the former district and the eligible student or student's parent(s) expressly waives his/her right to review and request an amendment of the student's education record subject to transfer to the new district.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision For Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

STUDENT OFFICES AND ELECTIONS

All Student Body card holders enrolled at Griswold High School are entitled to: (1) vote at all elections except seniors when it effects the officers of the following year; (2) hold an office or ASB position when lawfully elected; and (3) to participate in extra-curricular activities.

All students are eligible to hold any office that they are qualified for, providing they have paid student body and organizational dues, maintain 2.25 point accumulated G.P.A. and not receive more than two office referrals during a term in office.

Qualification For Office:

The major officers (Executive Council) shall be ASB president, vice-president, secretary, treasurer, assistant treasurer, and sergeant-at-arms for the student body and class presidents.

No person shall hold more than one major office in any school year.

Elections:

Elections for ASB officers shall be held on the first Tuesday in May. The candidate must fill out a petition with 6 student body member signatures by Friday of the 3rd week in April. All speeches will be turned in to the ASB

advisor and principal on the Thursday prior to the election. The petitions then must be turned in to the office on that date. Officers elected thereby shall serve for one school year and be subject to all constitution regulations except the assistant treasurer who will serve as the treasurer the following year. Class and Organizations elections will be held in a regular meeting of the group after ASB election. There will be no more than 6 cheerleaders to represent Griswold High School, plus a mascot. Each individual trying out for cheerleader must have a written consent from parents stating their responsibility for any expenses over \$50. Cheerleaders and ASB officers must observe the same eligibility rules as any other sports participant.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities.

TALENTED AND GIFTED PROGRAM (Helix School District Talented and Gifted Handbook [separate document])**

Philosophy:

The Helix School District Talented and Gifted (TAG) Program is dedicated to the idea that every student has the right to an education that provides opportunities for the maximum development of his/her potential. We recognize that some students in our schools have capabilities that far exceed those of their age peers.

The Helix School District acknowledges that these students with outstanding abilities, talents, and potential for accomplishment require special programming to meet their educational needs. The district encourages, fosters and supports educational efforts for its academically talented and intellectually gifted student population.

Program Goal:

The Helix School District TAG program goal is to facilitate the identification and education of talented and gifted students.

TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- *4. Not fight, wrestle or scuffle;
- *5. Not stand up and/or move from seats while the bus is in motion;
- *6. Not extend hands, head, feet or objects from windows or doors;
- *7. Not possess matches or other incendiaries and concussion devices;
- *8. Use emergency exits only as directed by the driver;
- *9. Not damage school property or the personal property of others;
- *10. Not threaten or physically harm the driver or other riders;

- * 11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
 - * 12. Not make disrespectful or obscene statements;
 - * 13. Not possess and/or use tobacco, alcohol or illegal drugs;
 - 14. Not eat or chew gum;
 - 15. Not carry glass containers or other glass objects;
 - 16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
 - 17. Accept assigned seats;
 - 18. Stay away from the bus when it is moving;
 - 19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
 - ** 20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
- * These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
- ** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by principal, has been held with the student, the parent, the bus driver and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one-year expulsion. There will be a hearing at this time, arranged by the principal, involving the student, the bus driver, the parent, and the principal.
5. Appeals: In all instances, the appeal process may be used if the student and/or parent desires. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Once a vehicle has been parked **it is not to be driven or returned to**, until school is dismissed at the end of the school day unless permission has been granted by the superintendent, administrative assistant or supervising teacher.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

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

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. For more information on video surveillance, access board policy ECAC.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visiting students to school.

Students and student visitors will not be allowed to attend any Helix School ASB function, such as dances, unless they are a student in good standing and have completed a Helix Guest Pass Form. Good standing requires that the student not be expelled or suspended from Helix or any other school if they are attending as a guest of a Helix student.

EXTRA-CURRICULAR ACTIVITIES CODE

The following regulations pertain to extra-curricular participation in the Helix School District. Extra-curricular activities shall include (but not be limited to) the following:

- | | |
|---|---------------------------|
| 1. Cheerleading | 4. Letter "H" |
| 2. Athletics | 5. School Sponsored Clubs |
| 3. FBLA | 6. Student Government |
| 7. FFA | 8. Band |
| 9. Other (i.e. Knowledge Bowl, NHD, Robotics, etc.) | |

*High School Rodeo is not included as an extra-curricular activity at Helix School, but students that participate are expected to follow the same extra-curricular standards.

It is noted by the participants that it is a privilege to participate in extra-curricular activities and as a participant they assume obligations and responsibilities beyond those of other students.

I. PARTICIPATION CODE FOR EXTRA-CURRICULAR ACTIVITIES

1. **Unsportsmanlike conduct** - Will not be tolerated. The director of each specific activity shall determine his/her own means of dealing with offenders and keep the athletic director and/or principal informed of any punishment.
2. **Cut practices** - A participant who must miss practice shall make arrangements with his/her coach or activity director in order to be excused (at the discretion of the coach or activity director), or he/she must check out of school through the office with a legitimate excuse such as illness or parental request.
3. **Missed contest/activities** - An unexcused absence from a scheduled contest or activity may result in dismissal from the team/organization. The participant concerned may appeal his/her dismissal by a personal appearance before the athletic director/principal and head coach/director. In the event a participant should want to quit an activity and enter another activity he/she may do so only with the consent or approval of both the activity director and the athletic director/principal. The approval of the director from the activity he/she is dropping shall be obtained first.
4. Students may not participate in a scheduled activity or practice unless he/she has attended school all day in a classroom setting on the day of a scheduled event. Absences may be excused through the Superintendent/Principal which will allow participation. Proof of attendance is required for doctor's appointments. Student may not participate on that day in a scheduled practice or activity when an unexcused absence occurs.
5. If a student is to miss a class or classes due to participation in an activity, it is his/her responsibility to get missed assignments handed in to teachers the next scheduled day following the return from the activity. Failure to do so may result in future non-participation. See Attendance Policy - student handbook.
6. Each student will be personally responsible for all school equipment issued to him/her. Any equipment not returned must be paid for by the student. No equipment will be issued for an activity unless all previous equipment is returned or paid for.
7. Other actions that are considered detrimental to the school programs will be handled at the discretion of the athletic director, superintendent/principal and director of the activity involved such as: poor conduct, grades, disobedience to coaches, disrespect by either words or actions to coaches, disloyal to team, unacceptable school citizenship.
8. **Physicals** - All students' grades 6-12 planning participation in athletic activities are required to have a physical examination completed prior to the first day of practice. Students in grades 6-12 must have a physical examination performed by a physician every other year prior to practice and competition in athletics.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the athletic director prior to the start of any sport season.

Students shall not participate without a record of passing a physical examination on file with the district. A student must use the district approved physical form available in the office.

9. All necessary forms are available from the office or athletic director.

10. All participants in any extra-curricular activity must have an **Extra-Curricular Participation Agreement** signed by both the participant and parent/guardian prior to participation in that activity.
11. All participants **must** be student body card holders. (high school only)
12. All participants must either have school accident/medical insurance or the parents must sign a form stating that they have insurance of their own. The school will not be responsible for any medical expensed incurred through participation in school athletics.
13. All participants must dress in accordance with the trip dress guidelines, as follows:
 - a) For both boys and girls: nice slacks and shirt or blouse are in order (Team shirt/polo and coordinating pants may be worn). School issued travel sweats may be worn to away games. Tennis shoes may be worn with the travel sweats. All athletes should enter and exit the bus looking as a team (i.e. same sweats, same shirt, same type of shoes).
 - b) For girls: Dresses or nice slacks will be worn at all home games; dresses or skirt (no more than 4" above the knee cap) and blouse are also appropriate.
 - c) Leggings are not allowed to be worn without covering, at any time, during school hours or at a school sponsored event.
 - d) Skirts/shorts with leggings must hang below the level of the crotch. If you are wearing extra thin leggings or nylons, your skirts/shorts must comply with the 4" above the knee cap length requirement.
 - e) No jeans, tank tops, T-shirts, scruffy tennis shoes, flip flops, Crocs, Birkenstocks or hooded sweatshirts should be worn.
 - f) It will be the athletic director or the coach's responsibility to remind students when their dress is inappropriate. No shirts are to be worn that expose an excessive amount of skin.
 - g) A student who shows up for the trip with inappropriate dress may be left home.
 - h) Dress code includes weekend school sponsored activities.
 - i) No caps (baseball or stocking), hats, hoods (hoodies) or bandanas allowed for all indoor sports.
14. Any protest, grievance, or disagreement should be directed to the athletic director only after contacting the coach. It is the Athletic Director/Superintendents responsibility to interpret the extra-curricular policy. At any review of a case for suspension or dismissal, the participant in question may or may not be requested to be present. Any pertinent information will be gathered prior to a review date. In all cases of suspension and/or dismissal from the activity the administration and parent/guardian will be notified in writing by the Superintendent as soon as possible.
15. All participants shall be expected to abide by the training and academic rules below.
16. Students may only participate in one OSAA sport per season.
17. Students are not allowed to have cellular phones on the bus while traveling to school sponsored extra-curricular activities. A phone will be provided by the coach/chaperone if needed. Further restrictions may be imposed by coaches at their discretion.
18. Participants are expected to remain at the site until all scheduled activities are completed.

Training Rules for Extra-Curricular Activities

The rules listed here also involve violation of rules along with training suggestions, practice rules, violations of practice rules and a cooling off period which needs to be avoided. These rules apply to athletes, cheerleaders, and other extra-curricular groups.

1. Training Rules

- a. No use or possession of tobacco or nicotine products
- b. No use or possession of alcoholic beverages or drugs
- c. Be on time for practices and games
- d. Be courteous at all times
- e. Dress properly for games

Students may not be in the presence of the use of tobacco, alcohol, or drugs by a minor. Students who find themselves at an activity or party where tobacco, alcohol, or drugs are being consumed by minors are to leave the activity immediately and tell an adult. If the activity is a school sponsored activity, the student is to tell the advisor.

2. Consequences For Violating Training Rules

- a. Rules (a) and (b) -- finished for the season
- b. Rules (c), (d), & (e) -- loss of playing privileges

3. Attendance at School

Students may not participate in a scheduled activity or practice unless he/she has attended school **all day in a classroom setting**. Exceptions: excused absences - see Attendance Policy - student handbook.

4. Academic Eligibility

- a. Grade checks will be every two weeks and end of each quarter.
- b. In order to continue with participation, a student is allowed to have only one (1) grade of "D", and no grades of "F" at any given grade check. Students with 2 "D's" or 1 "F" are not eligible to practice or play until students have improved their grade(s) so they are no longer ineligible.

5. Athletic Training Suggestions

- a. Proper Diet
 1. Three meals a day
 2. Eat at least three (3) hours before game time
- b. Proper Rest
 1. In bed by 10:30 pm during the week
 2. In bed by 10:00 pm on nights before a game

6. Athletic Practice Rules

- a. Maintain self-control
- b. Do what you are told to do with absolutely no complaining

7. Violation of Practice Rules

- a. One warning - then sent to the showers
- b. If you are sent to the showers twice, you are finished for the season

8. Cooling Off Period

There will be a twenty-four (24) hour cooling off period on all rule violations before any disciplinary action is final.

II. SPORTSMANSHIP

1. Unsportsmanlike conduct . . . by player or coaches will not be tolerated. The director of each specific activity shall determine his own means of dealing with offenders and keep the athletic director and/or principal informed of any punishment.

2. Visiting Team/Groups

Relationships between schools are often strained because of thoughtless actions of individuals or groups. We in the Helix School District should make every effort to see that members of the opposing teams, rooters and officials are treated as guests. If we treat them in the manner in which we would like to be treated, there will be no problems.

Article VI, Section 3, of the Oregon School Activities Association states: "Any school whose students, supporters, rooters, or partisans take part in riots, fights, pilfering, painting, or any unsportsmanlike conduct shall be subject to fine and/or suspension."

Let all of us strive to carry on the reputation of sportsmanship that Helix School District have enjoyed in the past.

3. Sportsmanship

Each student should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship at Helix School District.

- Consider the visiting team and fans, as well as the officials, as guests, and treat them as such.
- Respect the rights of all spectators.
- Accept the officials' decisions as final.
- Support your cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

4. Helix Schools Sportsmanship

A school's sportsmanship is judged by:

- Players sportsmanship on floor
- Coaching sportsmanship; during game
- Fan conduct during games (boos, confetti, etc.)
- Team conduct at motel, restaurants, around city
- School student body and cheerleader conduct

Good sportsmanship consists of giving the officials and other teams the same kind of respect and treatment we would like to receive.

Please don't:

- Yell or boo at the officials' decision: they won't change their mind anyway
- Make any noise while the other team is shooting free throws.
- Yell negative remarks at the players when they make mistakes; they feel bad enough already

- Run out on the floor after the games
- Throw confetti or paper, or tape signs to walls

Please do:

- Scream, yell and go crazy in positive support of our team
- Cooperate with the cheerleaders and band in supporting our team
- Be courteous and considerate around town
- Please stand up for the fight song and at the start of each quarter

Thanks for your help in showing everyone Helix fans know how to behave and support their teams in a positive manner.

Remember: "A real sport is a good sport"

III. SPIRIT RULES

1. All the rules which apply to athletics in general also apply to cheerleaders.
2. Practice will be scheduled by the advisor. Cheerleaders are expected to be at practice unless excused in advance by the coach.
3. If one practice is missed without a previously arranged acceptable excuse from advisor, then that cheerleader will not be allowed to cheer at any contests for one week.
4. Cheerleaders are expected to be on time. Lateness to practice or games will be dealt with by the advisor.
5. Pep assemblies will be scheduled by the cheerleader advisor. The Superintendent must be notified by Thursday noon of the week prior, so that these can be included in the weekly schedule.

Cheerleaders should be aware of the following rules of good taste in cheering:

- a. Never boo an opponent or official
- b. In basketball games, no cheers should be led during free throw shooting by either team. In fact, it is the cheerleaders' responsibility to quiet the fans when either team is shooting free throws.
- c. No cheers with swearing, obscene words or even the implication of such should be used.
- d. Do not interrupt the other team's organized cheers during a time out. Some rally squads never check to see if the other section is starting a cheer and some deliberately interrupt. Sometimes they encourage general noise long after their organized cheer is finished and thus, do not give the other section a chance for any organized actin during a time out.
- e. If shoes are part of the cheerleaders' outfit, then the shoes should be worn while cheering, unless there is a special reason for removing them temporarily.
- f. Help control the crowd. OSAA has rules against running out on the floor and cutting down the nets after a basketball game.

IV. PRACTICE

1. An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete and the type of competition.

2. No practices will be held on days when school is out for emergency reasons unless cleared with the principal/Athletic Director. No practices shall be scheduled on Sundays or legal holidays, unless permission is obtained from the Superintendent or Athletic Director in advance.
3. Practice shall be conducted outside of school hours for High School sports only. High school students shall have no more than two hours of practice each day during school days, and junior high students no more than 1 ½ hours of practice each day (exclusive of showering and dressing).
4. When weather conditions impose a hazard to the health and/or safety of the participants, athletic contests and practices are to be postponed or canceled. This will be done at the Athletic Director and Superintendent's discretion.
5. A student must be in school all day in a classroom setting, unless cleared by the principal, for doctor, family matters, or emergency situations or written excuses from parent/guardian must be provided or they may not attend practice or play.
6. All coaches should let their players know what and where the practice schedule will be for the following week.
7. Cut practices - A participant who must miss practice shall make arrangements with his/her coach or activity director in order to be excused (at the discretion of the coach or activity director), or he/she must check out of school through the office with a legitimate excuse such as illness or parental request. Coaches will determine their own consequences for missing or late arrival to practice. Daily attendance will be available for coaches.
8. Coaches are encouraged to establish a set weekly routine for the time and place practices will be held so that parents will know when and where to pick up their players.
9. Coaches should see that temper tantrums such as throwing towels, kicking water buckets, stalking on the floor, slapping the floor or hands in disgust, etc., are not tolerated. Fans should not have to put up with this type of behavior.
10. Coaches should strongly encourage their players to get involved in the spirit activities of the school. Usually these activities are being done in the player's behalf, and when they will not participate, it has a "wet blanket" effect on the entire student body. They should yell at games for other teams and pep assemblies, participate in dress up days and other homecoming activities, and in general be a leader in increasing school spirit.