

**LOWELL JR./SR. HIGH
SCHOOL
2023-2024
Student Handbook**



Scott Yakovich
Superintendent

Josh Metzger
Principal

65 S. Pioneer Street Lowell, OR 97452
(541) 937-2124

www.lowell.k12.or.us

Lowell School District #71

School Board

Board of Directors

Mrs. Dionne Plahn, Chair

Mrs. Suzanne Kintzley Vice-Chair

Mr. Mike Galvin

Mr. Jim Chapman

Mr. Jason Prenevost

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 Material contained herein may therefore be superseded by Board policy, administrative regulation, or collective bargaining agreement.

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

It is the responsibility of each student to read, understand and abide by the handbook. Furthermore, it is the responsibility of the student to provide their copy of the handbook to their parent(s) or guardian(s).

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Guiding Principles

Our Vision:

“The Lowell School District is dedicated to educational achievement and the success of every student.”

Our Mission:

Together with families and the community, we will provide each student a challenging, quality education, in a safe and supportive small school environment. We are committed to:

- Providing rigorous standards-based teaching and learning programs that are responsive to each student’s needs.
- Ensuring that each student makes measurable yearly academic progress.
- Preparing all students for personal success by providing college and career opportunities and programs.
- Promoting diverse opportunities, in and out of the classroom.
- Maintaining our unique environment that assures participation in team sports, arts, club, or extra-curricular activities.
- Inspiring creativity, critical thinking, leadership skills, and life-long learning.
- Cultivating respectful students with a strong work ethic, grit, and determination, who are self-directed, responsible community members.

District Non-discrimination Statement

The Lowell School District is dedicated to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Lowell School District does not discriminate in employment or in its educational programs and activities on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability, physical, mental, emotional or learning disability, handicap, or any other factor provided for by state and federal laws and regulations. Inquiries regarding compliance and grievance procedures may be directed to the school district’s Title IX/Section 504 Coordinator, Scott Yakovich, at 65 South Pioneer Street, (541) 937-2124.

Introduction to Lowell Jr/Sr High School

CODE OF CONDUCT for LHS Students

1. **Come to school ready to Learn.** This means being rested, healthy and dressed appropriately, with the books and supplies necessary to acquire knowledge and skill through instruction and experience.
2. **Demonstrate Honor.** Have integrity in your own beliefs while showing respect for others. Take pride in your workmanship and your community.
3. **Plan to Succeed.** Thrive, prosper and grow in academics, the arts, athletics and community service. Make personal achievement goals for yourself and take action to move toward the desired result.

ASSOCIATED STUDENT BODY OFFICERS

President – Annabelle Pickett
Vice President – Gracie Aldinger
Secretary – Brooke Davis
Treasurer –
School Board Representative –

ASB Student Focus for Lowell Jr/Sr High School:

“Connection”

Lowell School District #71

Directory 2023-2024

Lowell JR/SR High School

Josh Metzger	Principal/Athletic Director
Scott Yakovich	Superintendent
Nathan Bowers	Technology/Student Nutrition Services Director
Haidee Copeland	Special Education/Student Services Director
Cindy Neet	School Secretary
Shannon Fassbender	School and SPED Secretary and District Reports
Teresa Carson	*Speech/Language Specialist
Ray Yarbrough	Career and Technical Education
Toni Beckett	Science, Scholarships, ASB, Link Crew
Paul Burch	Choir & Band
Karen Cardwell	Library Tech/ASPIRE
Jesse Vaughn	Language Arts
Sally Miller	Language Arts
Mychel Steckler	Mathematics
Mark Kintzley	Youth Transitions Program Director
Micah Klatt	Special Education and Drama Director
Matthew Winn	Mathematics/Science/Computer Science
James DeCrane	Spanish/Language Arts
Jason Patterson	Social Studies
Chad Smith	Physical Education
Jason Pickett	Maintenance/Transportation Supervisor
Jessica Pelroy	Transportation Secretary
Ray Fassbender	Maintenance
Mark Gonzales	Custodial/Maintenance
Louise Johnson	Custodial Staff
Kerry Poggemeyer	Custodial Staff/Maintenance
Heather Sievert	Student Nutrition Services

*services provided by Lane ESD

Quick Reference Guide

Main Office Number: (541) 937-2124

Website: www.lowell.k12.or.us

- District Website: College and Career, School Calendar, Sports Schedules, Closures, Home Access Center and More!

School Colors: Red, White, and Black

School Mascot: Red Devil

Academic Support:

Academic Tutoring: Monday-Thursday 3:10-4:00pm

Monday: Math Support

Tuesday: English Support

Wednesday: Science Support

Thursday: Social Studies Support

Administration:

Josh Metzger, Principal

Open Campus: At lunch only for high school students

Closed Campus: Campus closed at all times for junior high students

Academic

Schedule Changes

Schedule changes are allowed during the first three days of each semester. All schedule changes must go through the counselor or administrator. A drop/add slip must be used to document the change and allow for parent permission.

Academic Information

Classes begin at 8:00 a.m. and end at 3:06 p.m. M-Th for all students of Lowell Jr./Sr. High School. Fridays will be early release with school ending at 12:30. We have an open campus for high school students in grades 9-12 during lunch only.

Please call the school at 541-937-2124 or visit our district website at www.lowell.k12.or.us for links to student grades, assignments, contact information, school calendars, sport schedules, school closures, school news items and district forms. Parents may access their students' home access center to access their grades, attendance, and discipline. If your student does not have their Synergy or Canvas login information, please call the school to get your student's login.

Be on Time

Students are expected to be in class and seated, ready to work, when the class is scheduled to start. Tardiness disrupts your education as well as students in the classroom that you are tardy to. Punctuality is a practice valued by society and students should be practicing it in school.

A student receives an unexcused tardy to class when he/she is not in the classroom when the bell rings. Students should report to the office to get a pass when tardy.

- During each semester, students are allowed a total of 5 unexcused tardies.
- Tardy 6-9: A lunch detention will be assigned, and parents will be notified.
- Tardy 10: A meeting will be scheduled between parents, students, and administrator to develop an attendance contract. At minimum, a 1 hour after school detention will be assigned.
- Students are marked absent if more than 10 minutes late to class.

Bell Schedule

MS Bell Schedule (M-TH)		HS Bell Schedule (M-TH)	
Period 1	8:00-8:52	Period 1	8:00-8:52
Period 2	8:56-9:48	Period 2	8:56-9:48
Breakfast	9:48-9:56	Breakfast	9:48-9:56
Period 3	10:00-10:52	Period 3	10:00-10:52
Period 4	10:56-11:48	Period 4	10:56-11:48
Lunch	11:48-12:18	Period 5	11:52-12:44
Period 5	12:22-1:14	Lunch	12:44-1:14
Period 6	1:18-2:10	Period 6	1:18-2:10
Period 7	2:14-3:06	Period 7	2:14-3:06
Bell Schedule - Friday			
Period 1: 8:00-8:34			
Period 2: 8:37-9:11			
Period 3: 9:14-9:48			
Breakfast: 9:48-9:56			
Period 4: 9:59-10:33			
Period 5: 10:36-11:10			
Period 6: 11:13-11:47			
Period 7: 11:50-12:24			

Attendance

WE WANT YOU AT SCHOOL!

ATTENDANCE GUIDELINES AND PROCEDURES

School attendance is a primary factor in determining student success in school. Irregular attendance is the number one reason why many students fall behind academically. We work hard to encourage good attendance because of its importance to the educational welfare of your child and want your child's educational experience to be positive and productive. Regular school attendance is paramount in accomplishing that goal. Research indicates that students fall behind if they are absent in any given class for 8 days or more during the school year. Please review the following guidelines regarding attendance and be familiar with our practices to help ensure the best possible experience for your student.

Illness

Students who are ill may be excused. Parents/guardians are expected to call the school within 24 hours of their child being absent. Students who are ill for three (3) or more days within a ten (10) day period will require a physician's note.

Appointments

Parents are encouraged to alert the school to a planned absence due to an appointment. Most instances of this are medical and dental appointments. Any absence that is accompanied by a note from a physician, dentist, etc. will be excused. Please make every effort to make appointments after school hours to avoid students missing class time.

Pre-Arranged Absences

Students who will be absent due to a non-school planned activity, event, or appointment need to complete a Pre-arranged Absence form, available from the school office. The form must be completed **at least 48 hours prior to the planned absence** in order for the classroom teacher to supply missed schoolwork and to receive approval from the school administrator. These absences will be recorded as "excused". **No more than five (5) school days per academic year will be approved as "pre-approved"**. Days in excess of the five (5) pre-arranged absences may be recorded as "unexcused". The building administrator may, at their discretion, approve additional days of excused absences on a case by case basis for extenuating circumstances, such as custodial arrangements with appropriate documentation (i.e. court order, etc.).

Absences/Non-attendance Notification

Parents will be contacted by office staff if an absence occurs without a call or email from home. Parents will be further notified upon arrival of the student for the day.

The District will, at minimum, notify parents via letter of inadequate attendance quarterly and parents will likely be required to attend an attendance meeting. Any student who has accumulated five (5) or more absences on average per quarter will be notified. The letter will state the number of absences on record with the school for the student and will include a copy of the Oregon compulsory attendance laws. The school recognizes absences are

sometimes due to extenuating circumstances such as medical issues, guardianship/custody arrangements or family commitments. However, in an effort to comply with state law and to ensure maximum student attendance, all students accumulating four (4) or more absences on average per quarter will be notified.

In addition to the quarterly letters, notification letters may also be sent to students who demonstrate a pattern of non-attendance, have reached the eight (8) half day/four (4) full day state non-attendance rule or otherwise appear to need notification that the student is not attending school regularly.

All letters to students regarding attendance will be copied to the student's cumulative (permanent) file, which are kept on record with students attending Lowell schools and are transferred to any school the student may attend. These files are protected by the Family Educational Rights and Privacy Act (FERPA).

Truancy

Oregon public schools are required to report student absences and abide by Oregon laws with regards to referring students for non-attendance (truancy). Lowell schools contract with Lane ESD to comply with this law. Any student who accumulates eight (8) half-days or four (4) full days of absences in any four (4) week period is in violation of Oregon compulsory attendance laws and will be referred to Lane ESD for non-attendance. When a referral is made to Lane ESD, an Attendance Supervisory (known generally as the "Truancy Officer") will make personal contact with the parent/guardian in order to determine the reason(s) for the student absences and to ensure the parent is aware of the ramifications of non-attendance. Parent(s)/Guardian(s) may be cited for non-attendance. Referrals for non-attendance and the Attendance Supervisor's subsequent report are filed in the student's cumulative (permanent) file.

Petitions Requesting Reinstatement of Lost Credit

Should a student miss school for some duration of time and/or lose credit due to non-participation and wishes to appeal the administrative decision, a committee made up of a teacher, an administrator and a school board member shall hear the appeal. Items that may be evaluated by the committee are:

1. Validity of excessive absences
2. Seriousness of illness
3. Doctor's verification
4. Effort of making up missed class work
5. Educational value of the experience involved
6. Community or school service value of the experience
7. Were all requirements of a pre-arranged absence met, including work made up.

OAR 339.065 It is the responsibility of students to maintain regular attendance in all assigned classes. 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 require the student's absence.*

Awards

Letter Awards

- Academic Letters-
Maintain a 4.0 GPA for a full calendar year.
- Athletic Letters-
Successful participation in athletics as verified by the coaches.

Academic Awards are given to outstanding students in various subject fields, and special recognition is given to the Salutatorian and Valedictorian of the senior class.

The Honor Blanket is a traditional award at Lowell High School. The criteria to be used as the basis for this award have been established by the school board as follows:

- Scholarship=25%
- Leadership=15%
- Service=10%
- Activities=25%
- Citizenship=20%
- Attendance=5%

Student Conduct

BEHAVIORS

To assure an atmosphere that is conducive to learning and the safety and welfare of students and school personnel, it is necessary to balance a student's individual rights with his or her responsibility to maintain good citizenship. In an effort to preserve this proper balance, the school board has adopted this statement of student rights and responsibilities and the standards of conduct that are outline in this booklet. They apply to all students who attend Lowell School District schools.

Alcohol/Drugs

No student shall possess, use, transmit, or be under the influence of any unsafe herbal chemicals, controlled substance, or intoxicant of any kind on the school grounds or off the school grounds at a school-sponsored activity, function, or event. An unsafe herbal chemical is included but not limited to; chemical compounds that are sprayed or sprinkled as a powder on herbs to turn them into synthetic marijuana sometimes referred to as K2 or Spice. Drug paraphernalia is not allowed on campus or at school activities. Drug images are not allowed on student notebooks or papers unless it is related to a school report.

If alcohol is suspected a student may be asked to submit to a passive alcohol sensor test. A refusal to submit to the test, if asked to do so, will be taken as a positive test result. Students caught with drugs or alcohol will face a 3-5 day suspension with possible expulsion. Students providing drugs or alcohol to other students (dealing) will go through an expulsion process.

Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation. Students who must take prescription medication at school are to follow the district adopted procedures by having all medication administered through the school office or follow the self-medication guidelines. The misuse of legal over the counter medication (Nyquil, Robitussin, etc.) during the school day or at a school sponsored activity will be treated the same as a drug infraction. Please make sure that students are consuming these types of medication in a safe manner.

Tobacco

Tobacco use, including **vape devices**, are not to be possessed on or around school district grounds, in school district buildings, or at school district sponsored activities. No student shall possess tobacco or tobacco look-alike products of any kind while on or within 1000 feet of school district grounds, in school district buildings, or while attending school district sponsored activities.

Coercion and Assault or Threats

No student will assault or menace another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person. Assault means intentionally, knowingly, or recklessly causing injury to another. Menace means by word or conduct the student intentionally attempts to place another person in fear of imminent serious physical injury. Besides school consequences, assaults causing injuries will be reported to law enforcement agencies.

Destruction of Property

No student will vandalize or attempt to destroy school property. The district will attempt to recover (through legal action if necessary) from these students or parents, the actual cost to repair or replace school property vandalized intentionally or recklessly destroyed by students.

No student will cause or attempt to cause damage to private property either on the school grounds or during a school activity, function, or event off the school grounds.

Display of Affection

Public displays of affection are not appropriate in a school setting. Such displays have no place in a public school building and are considered in poor taste. Acceptable behavior will include the holding of hands and/or a brief “casual hug.”

The Willful Disobedience of a Staff Member’s Authority

Students will submit to the lawful authority of teachers, administrators, and other staff members. If the student believes that a staff member has behaved inappropriately, he/she and his/her parents may use the district’s complaint procedure to resolve the issue.

Disruption of School

Lowell Jr/Sr High School operates under the guidelines that any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience, open defiance of a staff member’s authority, threats of harm to persons or property, harassment or discrimination is prohibited by school rules. This includes racial and sexual harassment, language that creates an immediate danger or disruption to the orderly operation of the school, physical aggression, or attendance regulations.

Assemblies

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

Fighting

Fighting is not allowed. Involvement in a fight generally is hitting, shoving, kicking/pushing throwing to the floor or ground, and most often includes a state of "out of control or anger." Provoking and or promoting a fight may result in the same discipline. Anyone involved with a fight may face a 3-5 day suspension. If a student or staff member is hit in a fight, assault charges may be brought upon a student.

Theft and Stolen Property

Theft of school or private property will not be tolerated. No student shall have stolen property in his or her possession. Stealing is defined as taking or withholding someone else's property without permission or extorting the property by deception. Theft may be reported to law enforcement.

Weapons

No student will possess, handle, or transmit any object that can be reasonably considered a dangerous or deadly weapon on school grounds, at any school sponsored activity, function, or event, including in a student's motor vehicle.

Incidents of students possessing weapons will be reported to the student's parents and police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Students who bring weapons to school, or students who are in possession of weapons on public school property, shall be expelled for a period of not less than one calendar year. The Superintendent, or his/her designee, may modify this expulsion requirement on a case-by-case basis. The district may also request suspension of the student's driving privileges through the Department of Motor Vehicles for weapons related violations.

The district shall deny admission to the regular Lowell School District school program to any student who is expelled from another school district for applicable weapons law violations. The admission denial shall apply to the remaining period of any weapons related expulsion from another school district.

OTHER BEHAVIOR ISSUES

Bus Conduct

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.

School Bus Rules

1. Follow directions at all times.
2. Keep all parts of your body and objects inside the bus.

3. Keep hands, feet, and objects to yourself.
4. Talk quietly with your neighbor. No profanity, rude gestures, loud talking, or teasing is allowed.
5. Stay in your seat while the bus is in motion.

SEE ORS 581-010: Rules Governing Pupils Riding School Buses

Misconduct that Occurs Off Campus

Students may face disciplinary consequences for conduct that occurs off the school premises during school hours, at school related or supervised functions and at a school bus stop, including (1) behavior that occurs while traveling to and from school if the behavior has a threatening effect on the student's safety or physical or mental health or (2) any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district. ***Off campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.***

Search and Seizure

When a school official has reasonable suspicion that a student has violated or is violating a law or school rule, a search of school property, and/or a search of individual students or their property, may be conducted. Illegal items, stolen property or other possessions reasonably determined by school authorities to be a threat to safety, security of students or others, or a disruption to the learning environment, will be seized.

Trespassing

To help protect students and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the school staff or student body are in the school building.

Visitors are welcome for educational purposes only and with approval of the administration at least 24 hours in advance of a planned visit. During the regular school day, **all visitors are required to first report to the office** to arrange for their visit. Visitors during open campus times must check in at the office and have prior approval from the administration at least 24 hours in advance.

Visitors who are in violation of this policy will be considered in violation of the law and will be subject to prosecution for criminal trespass.

Violation of Laws While Involved in School Activities

No student shall violate federal or state laws while involved in school activities. Any violation will be reported to the police.

Complaint Process

The complaint process recognizes an orderly procedure for resolving student complaints. It is the purpose of the appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of hearings to provide a forum through which non-related issues are conveyed. It is recommended that as many student concerns as possible be handled through an informal conference.

The procedures for complaints should allow for:

Step 1: Informal Conference

An informal conference between the parties concerned should occur within thirty (30) days of the complaint. The student, parent, or guardian may ask that another staff member be involved in the conference.

Step 2: Building Administration Review

If the complaint is not resolved at the informal conference level, the student, parent or guardian, may request a hearing with a building administrator. The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken. A hearing will be held within ten (10) school days following the request and the complainant will receive written resolution within ten (10) school days.

Step 3: District Office Review

If the complaint is not resolved at the building administration level, the student, parent or guardian, may request a hearing with the superintendent. The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken.

Step 4: Board Review

If the complaint is not resolved at the superintendent's level, the student, parent, or guardian, may request a hearing with the Board. The request must be in writing and must clearly state the nature and facts of the complaint and what steps have been taken.

Harassment, Discrimination, Bullying, & Cyber Bullying

HARASSMENT/DISCRIMINATION/BULLYING & CYBER BULLYING

Students are expected to show respect to their peers. **Threatening, teasing, intimidating, menacing, or tormenting types of behavior are not acceptable.** Bullying promotes insecurity amongst students and staff and will not be tolerated. Students shall refrain from any racial, sexual, disability harassment or discrimination by words or actions.

Discrimination on the basis of age, disability, national origin, race, marital status, religion, gender, sexual orientation, extracurricular activity, or in the provision of any other services or benefit will not be tolerated. **Students need to realize that even though they feel they are**

kidding someone, if the other individual doesn't perceive the action as kidding, it may constitute harassment/discrimination. Students participating in this type of behavior will have consequences that may range from detention to expulsion depending on the circumstances.

Bullying is defined as any act that substantially interferes with a student's educational benefits, opportunities, or performances and that have the effect of:

- A. Physically harming a student or endangering a student's property.
- B. Knowingly placing a student in reasonable fear or physical harm to the student or damages to the student's property.
- C. Creating a hostile educational environment.

Cyber bullying is the use of electronic devices to convey hostile messages and is prohibited.

Sexual Harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment may include such actions as sex-oriented verbal kidding, teasing or jokes, subtle pressure for sexual activity, physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

Racial Harassment is defined as, based on his/her race, subjecting another person to offensive physical contact, insulting another person by abusive words, actions, gestures, or threatening to inflict serious physical injury on another person or any member of that person's family. Use of offensive racial words or slurs is prohibited.

Dealing With Discrimination/Harassment

If you are a victim or witness discrimination/harassment, it is suggested that you follow these steps:

- A. If comfortable, speak to the person who caused the problem. Explain what is objectionable, why it is offensive, and that it should be stopped or changed.
- B. Write down the details of what happened including the names of the people involved or witnesses to the incident. Talk to someone that you trust; a friend, your parent, your teacher, a counselor, or an administrator. Knowledgeable advocates are available to provide information and support.
- C. **If you are unable to resolve the problem informally by following the steps listed above, you may file a formal complaint using the complaint process. A complaint process form is available in the office.**

Disciplinary Procedures

School officials occasionally may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time. Officials have discretionary power in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to the protection of individuals and property.

Physical Discipline

Oregon Statute and School Board Policy prohibit the use of physical discipline. However, a teacher, administrator, school employee, or school volunteer is authorized to use reasonable

physical force upon a student when, and to the extent that the individual reasonably believes, it is necessary to maintain safety in the classroom or school, or at a school activity or event, whether or not it is held on school property. When so used, physical restraint will not be considered a form of physical discipline.

A Student's Right to Hear His or Her Accuser Complaints and Accusations made by Staff Members:

A student may hear directly from the teacher or other staff member the specific complaints or descriptions of unacceptable behavior.

Student Witnesses:

In recognition of the special jeopardy in which student witnesses may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings conducted by attorneys, police officers, or court officials, the reporting student may not be required to face the accused nor to have his/her identity revealed. When it is determined that a complaining student should not face the accused, a school official may then become the official complainant. However, extreme care must be exercised by school officials to ensure that a student is not disciplined solely on hearsay evidence.

Informal Discipline Procedures for Minor Infractions

Discipline for a minor infraction may be handled without going through all the steps of the formal process outlined below. They may include, but are not limited to, apology, after school detention, parent contact, contracts, community service, etc.

Formal Discipline Procedures

Detention: Students serving lunch detention should report to the office immediately upon being released from the class prior to lunch. Students are expected to complete school work and will surrender electronic devices when entering the room.

Friday School: Students may be required to serve a "Friday School" session during normal school hours on an early release day (not to extend past the regular school release of 3:06). This can be assigned for disciplinary, attendance, or academic issues in cooperation with parents.

In-School Suspension: An in-school suspension is a temporary exclusion from regular school attendance. The student is assigned to a supervised work area and is expected to complete school work during this time. Students in ISS may not participate in any school activities on the day(s) of their suspension.

Out-of-School Suspension: An out-of-school suspension is a temporary exclusion from school attendance for a period not to exceed ten calendar days. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination or incarceration by court action. Students may not be on school grounds or attend school activities during the period of their suspension, this includes all times until the next school day begins after the suspension period is complete.

Expulsion from School: An expulsion is a long-term exclusion from school attendance and requires a hearing before the superintendent or his/her designee. State law provides that the expulsion of a student will not extend beyond one calendar year. A student may be expelled for severe or repeated violations of the Student Code of Conduct. The school principal or designee may recommend an expulsion for any serious misconduct, but is required to request an expulsion hearing when he/she believes a student is guilty of the following offenses: the possession, transmission, or use of a weapon on school property or at a school sponsored event, or the sale or distribution of a controlled substance. Only the superintendent, as the

designated representative of the district school board, or his/her designee has the authority to expel a student. A hearing must be conducted before an expulsion occurs unless the student's parents or guardian, or the student, if 18 years of age or older, waives the right to a hearing.

Discipline of Students with an Individualized Education Program (IEP)

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, 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 IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP 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 IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

Reports to Law Enforcement

A school official shall inform the appropriate law enforcement agencies when a student is suspended for committing illegal acts on the school campus or at a school-sponsored activity. If a police officer or an official of the court needs to talk with a student during school hours or at a school activity regarding an investigation of an illegal act, an administrator will be contacted. The designated school official will make all reasonable efforts to contact the custodial parents or guardian before contact with the student takes place unless:

- A. There is substantial reason to believe notification would interfere with the investigation.
- B. The matter pertains to alleged child abuse.
- C. The official has jurisdiction through the court or prior parental permission has been granted.
- D. The officer places the student under arrest or takes them into custody.

Child Abuse

Child Abuse

Oregon law requires all public employees to report possible child abuse to the appropriate authorities.

1. Reporting Child Abuse

Any school employee having reasonable cause to believe that any student (with whom he/she comes in contact with in an official capacity) has suffered abuse, or that any adult with whom he/she comes in contact with has abused a student, shall report immediately to DHS or a law enforcement agency. Staff members may not inform parents of such reports.

2. Investigations of Child Abuse

School staff will cooperate with investigations of possible child abuse being conducted by DHS or a law enforcement agency. An employee of DHS or a law enforcement officer who is questioning a student in regard to child abuse will determine if a school official may be present in an interview that occurs at school.

Elastic Cause

Any rules or regulations not specifically covered in this student handbook are left to the jurisdiction of applicable state laws, comprehensive discipline codes and policies of the Lowell School District. For more information see the district policy manual.

Graduation Information

In order to graduate from Lowell High School, seniors need to take and pass classes for a total of 24 credits (see details on page 25). Students receiving a Diploma will meet all state and local learning requirements. Honor diplomas will be given to those students who have a GPA of 3.5 or higher. Each class passed in a semester counts as $\frac{1}{2}$ (.5) credit. Generally, an average student may earn $3\frac{1}{2}$ credits each semester. All freshmen and sophomores must be enrolled in seven classes. It is possible for a student to graduate at the end of their junior year by taking college credit classes in addition to passing all classes taken at Lowell High School. The School Administration must approve the college classes in advance.

A student must complete eight (8) cumulative semesters of successful high school attendance to graduate. Students may graduate with less than eight semesters of attendance provided they have met all credit requirements and have an approved plan for their next career step. Exceptional circumstances may be considered on a case-by-case basis by school administration.

Students who have not graduated after their senior year in High School are eligible for 5th year senior status. Courses and classes will be arranged based on current district policy. One unit of credit is earned by doing passing work in a class, which is based on 130 class contact hours.

Involved Parents Support Successful Students

Graduation Requirements Class 2020, 2021, 2022, 2023	Diploma Credits Requirement
Language Arts	4
Social Studies/Economics	3
Science <ul style="list-style-type: none"> Scientific Inquiry (with lab experiences) 	3
Mathematics (Algebra and above)	3
Physical Education (PE)	1
Health	1
Careers	.5
Second Language/The Arts/Technical Education <ul style="list-style-type: none"> 3 credits (any one area or in combination) 	3
Other Classes/Electives	5.5
Total Credits	24
Additional Graduation Requirements -Career-Related Learning Experience -Career-Related Learning Standards -Senior Project -Extended Application -50 Hours of Community Service	

****College bound students need to check with the guidance counselor about specific college/university admission requirements.**

****Student athletes planning on participating in Division I or II athletics must be certified with the NCAA. See your guidance counselor for details.**

Students must also meet the following requirements:

- Develop an education plan and build an education profile. This requirement is met through meeting with the school counselor and Senior Project.
- Demonstrate extended application through a collection of evidence. This requirement is met through the Senior Project.
- Demonstrate career-related knowledge and skills: personal management, teamwork, communication, problem solving, employment foundations, and career development. .
- Participate in career related learning experiences as outlined in the education plan. This requirement is met in the student's Senior Project.

Graduation Ceremony Participation

Students who have completed all requirements for graduation will be permitted to participate in the graduation ceremony. Students who have not completed all requirements shall not participate in the graduation ceremony.

Course Guide and Requirements

Students are required to pursue the program of studies consistent with the requirements of each grade level (7th – 12th). Students will be enrolled in courses of their choice when it is possible to do so. When problems prevent the scheduling of student preferences, students will be assigned classes to ensure that each student is enrolled in classes during each class period of the school day. **Remember if you are in extracurricular activities (Sports) you need to be enrolled in at least five classes.**

Students may receive credit for work with a teacher as an assistant to the teacher (TA). Arrangements to be a TA are made individually. If after passing a course in which only one unit of credit may be issued, a student deems it necessary to repeat that course, only one unit of credit will be issued. That credit will be issued for the unit in which the highest grade was obtained.

Diplomas and Certificates of Competence

- A. A diploma shall be granted upon the student's completion of credit, and fulfillment of attendance requirements.
- B. A Modified Diploma may be awarded to students who meet the requirement of the Individual Educational Program, as developed within special education guidelines.
- C. A High School Completion Diploma will be issued to students who have completed the requirements previously agreed to by the administration.

Scholastic Standings

To determine relative scholastic standing, grade point averages are used. A method of determining Grade Point Average (GPA), which renders a fairly accurate result, is as follows:

Grade		Grade Points
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

The total number of grade points divided by the number of subjects taken gives the grade point average.

Example:

- 2 "A" = 8 points
- 2 "B" = 6 points
- 2 "C" = 4 points
- 1 "D" = 1 point

Total = 19 points
 $19/7 = 2.71$ GPA

The grade point average is used in order to conform to general practices of other schools in the area, especially of the colleges and universities.

Additional Credit may be granted on the basis of:

1. Courses completed at post-high school institutions. The cost of such course work will be borne by the student or the district based on the student's program.
2. Three (3) high school completion courses from an Oregon Community College or three (3) quarter hours of post high school course work is equivalent to one unit of high school credit. The student must be enrolled as a member of the Lowell High School student body at the time credit is granted.

Student Records

Parents are encouraged to inspect the individual student records of their child. The records are available in the building office and must be inspected in the immediate office area. It is very important that a qualified staff member interpret all records.

Student Records Transfer

Should your student enroll in another school, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of their enrollment in that school. Prior to the withdrawal of your student from our district, you have a right to see your student's records and a hearing to challenge the content of the records. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire. Any hearing must be held prior to the withdrawal of your child. Parents have the right to review their child's records annually.

Textbooks, Fees and Fines Policies

Textbooks will be provided to students at no charge. However, loss of a textbook or damage to the textbook will result in a charge to the student for such loss or damage.

Fees

(\$10.00) **Shop/Art** classes may be asked to contribute to help the cost of class materials.

(\$10.00) **Band/Choir** members may be subject to rental, book, reed and drumstick fees as applicable.

(\$10.00) **Science** classes may be asked to contribute to help cover the cost of labs and lab equipment.

\$35.00 registration fee is required for every student. Each student will receive a student body card and have access to computers and printing material.

Fines

Students and parents shall be notified that students shall be responsible for school property that is checked out to them and to school property that is destroyed or vandalized. The parent or guardian of the student shall be liable for damages and/or loss of school property. Graduates who owe the district money may not receive a diploma until fees are paid. The student/parent/guardian may appeal a fine.

Transcripts and Letters of Recommendation

Transcripts are secured by submitting a signed Transcript Request form to the school's registrar 3 business days in advance.

Letters of recommendation are requested by handing an addressed, stamped envelope to a

teacher, counselor, or administrator who knows the student well. The student's name and an outline of the information required must be submitted in writing. Courtesy requires that teachers and counselors be given adequate time to complete the recommendations.

Athletic Policy



I. ATHLETIC GOALS AND OBJECTIVES

- A. **Goal** - The student shall become an effective citizen in a democratic society.
- B. **Objectives** - To work with others in a democratic society, a person must develop self discipline, respect for authority, and a spirit of hard work and sacrifice. A student athlete must place the team and its objectives higher than personal desires.
- C. **To Be Successful** - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication.
- D. **Sportsmanship** - A student-athlete must learn to accept both success and defeat like a true sportsman, knowing we have done our best. We must learn to treat others, as we would have others treat us. We will develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- E. **To Improve** - Continual personal and social improvement is essential to good citizenship. As a student-athlete, you must establish a goal and constantly try to reach that goal. You should try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- F. **Rewarding** - It is necessary for us to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
- G. **Develop Desirable Personal Health Habits** - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

II. ATHLETIC CODE OF CONDUCT

The conduct of a student-athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

- A. **In the Arena** - In the area of athletic competition, a student-athlete will not use profanity or illegal tactics and will learn quickly that losing is also part of the game. A student-athlete should be gracious at all times whether in victory or defeat.
- B. **In the Classroom** - A student-athlete is expected to demonstrate success in the

classroom as well as in the arena of competition. A student-athlete must develop time management skills that provide sufficient time and energy to achieve acceptable grades as well as participate in the required activities associated with the sport in which the athlete is participating. A student-athlete shall demonstrate good citizenship; give respectful attention to classroom activities, fellow students, and staff. A student-athlete shall maintain a good attendance record without instances of truancy.

- C. **On Campus** - The way we act and look on campus is of great importance. Student athletes should be leaders and exhibit traits that will inspire fellow students to follow the example of student-athletes.
- D. **As Visiting Student-Athletes** - The manner in which we conduct ourselves as well as our appearance when traveling is of great importance. Student-athletes are representing the Lowell School District and their respective schools; therefore, student-athletes shall act and dress accordingly.
- E. **Participation** - Athletics is a voluntary activity. Participation is not a graduation requirement; therefore, being on an athletic team is a privilege, which must be earned. That privilege comes with responsibilities to maintain the established standards of conduct of the Lowell School District, both on and off the field, as defined in Board Policy, Lowell Athletics Handbook, and Oregon School Activity Association Handbook.
- F. **F. Education** - Athletics are just one of many parts of the educational program provided to students. The reason students attend school is to learn; consequently, academics always come first. Participating in athletics and being a member of a team will require an athlete to make choices that place priorities on academic success and team commitment.
- G. commitment.
- H. **Team Membership** - Student-athletes learn many skills to play their chosen sport, but the most important skill that must be learned is teamwork. To be successful, every member of the team must work together to make the whole greater than the sum of the parts.
- I. **Preparation** - Student-athletes should come to practice on time, ready to listen and ready to learn. Student-athletes should be prepared physically and mentally for the season including training in the pre-season and taking care of their body and mind at all times.
- J. **Conduct** - Student-athletes shall demonstrate respect towards their teammates, coaches, opponents, fans, and officials at all times. Student-athletes shall play by the rules at all times.
- K. **Hazing, Bullying and Harassment** - Hazing is defined as humiliating or dangerous initiation tasks. Bullying and harassment is defined as repeated unwanted behavior or using intimidation against another. There is zero tolerance for any form of hazing, bullying and/or harassment. Participating in these activities will lead to being removed from a team and sport.
- L. **Sportsmanship** - Athletics means more than competition between individuals and/or teams representing different schools. It is a means of learning the lessons of life. Winning and losing are part of competition and should be done with modesty in victory and graciousness in defeat.

Any Violation of the Athletic Code of Conduct may result in discipline and/or suspension from contests and practices.

If a student-athlete is dismissed from a team, he/she shall not participate in another sport until the sport from which he/she was dismissed has concluded.

III. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student-athletes who represent the Lowell School District in any sport sanctioned by the Oregon State Activity Association (OSAA) or any district comprehensive school or their respective associated student body (ASB) must comply with eligibility rules of the Lowell School District and OSAA.

A transferring student must meet with the Athletic Director (AD) to ensure all OSAA required regulations to establish residency have been completed BEFORE the student can compete in athletics at Lowell, including practices and/or out-of-season, team-specific activities.

Coaches are to maintain ongoing communication with the AD, Activities Director, and Principal to support student eligibility for all athletes.

A. Administrative Eligibility

A student-athlete must complete athletic registration through **ParentVue** prior to any practices or competitions such as games, meets, tournaments, or jamborees. Registration includes:

1. **Completion of all ParentVue forms and sections**
2. Physical Exam Form/Insurance
3. **Concussion Baseline Test**

B. Academic Eligibility:

1. Student must have passed at least five classes the preceding semester (OSAA Requirement).
2. Student must be "on track for graduation" to be eligible to participate in competition (OSAA Requirement).
 - 4.5 credits prior to Year 2.
 - 10 credits prior to Year 3.
 - 17 credits prior to Year 4.
3. During the season, a student with any F or D grades will be required to attend after-school study hall Monday - Thursday until all grades are passing at a C level. He/she will be eligible to practice with the team as long as he/she is attending after school study hall.
4. A full-time student **with a failing grade** for three consecutive weeks will lose eligibility **until a Weekly Monitor Report shows all passing grades.**

The Lowell School District Governing Board also requires students in athletics or activities to be satisfactorily progressing toward the District's graduation requirements to participate in athletics. Satisfactory progress is hereby defined (by OSAA) as the ability to graduate with one's class within conventional timelines, i.e., eight consecutive semesters from freshman entrance, including summer sessions.

Note: All incoming freshmen will be given eligibility. Ninth grade students who fail to maintain their eligibility will remain ineligible during the remainder of their freshman year.

C. Attendance Eligibility

A student must be in attendance for a full day of school or have a prearranged absence in order to participate in the daily practice or contest. An unexcused absence from school is a mandatory unexcused absence from practice or competition.

D. Conduct Eligibility

1. Non-Use Of Alcohol, Tobacco, Other Controlled Substances, or E-Cigarettes

Possessing, using, or being in the vicinity of alcohol, unauthorized controlled drugs, other controlled substances (including steroids), tobacco products, or e-devices is unacceptable at any time. The term "any time" includes during the school year (not just the season of the sport) and out of school as well as at school-sponsored events. **If a student-athlete uses, possesses, is in the vicinity of, or is found to be under the influence of any of the aforementioned substances, the student will be suspended from athletic competition for a one-week period from the date that this information is received. If the information is received outside of a competition week or at the end of a sport season, the suspension will carry into the student's next week of competition including their next season.**

A second time violation at any time during the student's high school career will result in dismissal from sports for one sport season (including playoffs). If the violation occurs mid-season, the suspension will carry over to the next season. The length of the suspension will be determined by the percentage of the first season that was missed and applying the remaining percentage to the next season. **The offending participant will be required to complete a substance use education project as assigned by the Athletic Director before becoming eligible for contests.**

A third time violation at any time during the student's high school career will result in **suspension from all athletic participation for one calendar year (365 days).**

These athletic code requirements are minimums. Each coach may require stricter standards if he/she chooses to do so as long as the school district approves of the stricter requirements.

2. Ejections

In accordance with OSAA policy, an ejection by a coach or athlete may result in the school being fined. The coach/athlete will not be allowed to participate in the next scheduled contest after the first offense, next two contests after the second offense, etc. The district will require the coach/athlete to pay the fine assessed that could range from \$50 - \$200. Physical contact with an official will result in a fine up to \$1,000. The athlete must pay all fines before they are allowed to participate in the next eligible contest.

General Information

Annual Parental Authorization Form

Throughout the year, Lowell School releases student directory information to various public agencies, media, and civic groups. This information is used in press releases on school activities, parent group activities, and reports to public agencies. Directory information includes the student's name, address, telephone number, date and place of birth, participation in school activities, height and weight, dates of attendance, honors and awards received and other similar information.

Parents of students who **do not** want this information released must indicate so on the Annual Parental Authorization Form and have it turned into the office within two week enrolling at Lowell Jr/Sr High School. The form is included in the registration packet or may be picked up in the office.

CLOSED CAMPUS

For grades 9-12 the campus is closed from the beginning of 1st period through 5th period and again from the beginning of 6th period through 7th period. **STUDENTS CHECKING OUT DURING THOSE TIMES MUST SIGN OUT IN THE OFFICE AND HAVE PARENT PERMISSION TO SIGN OUT.**

PARENT VERIFICATION OF AN EXCUSABLE REASON FOR THE ABSENCE MUST BE PROVIDED OR THE STUDENT MAY BE CONSIDERED TRUANT.

**The exception to this is students whose daily schedule begins or ends at times other than 1st and 7th periods.*

***Students leaving at lunch and not planning to return after lunch must also sign out.*

THE CAMPUS IS CLOSED FOR 7th and 8th grade students AT ALL TIMES

COMPLIANCE WITH DIVISION 22 STANDARDS FOR PUBLIC ELEMENTARY & SECONDARY SCHOOLS:

As required by the Oregon Department of Education, the Lowell School District submits this annual report to the local community that it is in compliance with and implementing as required all of the Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22, including all new and revised rules. Copies of those requirements by list are available in the District Office at 65 South Pioneer Street, Lowell.

Dress Code

Dress and grooming are primary responsibilities of students and parents/guardians.

Student appearance has a great deal of influence on student conduct and attitude at school. Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others.

- Clothing or jewelry with suggestive or questionable language, or with any connotation advertising for alcohol, drugs or tobacco is not permitted.
- Slogans and sayings on shirts, which are put-downs, have a negative connotation, or

may be offensive to others, are also inappropriate for school dress, this includes symbols like the confederate flag and the swastika for example.

- Shorts, skirts, and dresses must be at least mid-thigh length.
- Tops, which are see-through, backless, have no straps, or expose undergarments, the stomach, and midriff area are not allowed.
- Clothing shall be clean, appropriate and in keeping with health, sanitary and safety practices.
- Undergarments shall remain covered at all times.
- All clothing in the midriff area must overlap.
- Shoes must be worn at all times in accordance with state law.
- Students will remove sunglasses upon entering the building.
- Hats or hoods may be worn during school hours but they are not to be worn in any classroom or educational setting where the instructor feels it is a distraction or unsafe to the learning environment. Students in violation will forfeit their hat to the staff member in charge. The wearing of a hat is a privilege that may be revoked at any time by an administrator.

Students not conforming to these standards will be asked to change clothing. Persistent violations of the dress code will be considered willful disobedience and will be handled accordingly. Problems arising from borrowing, trading, or bartering of clothes are not the responsibility of the school. The principal or designee's decision is final in all questionable cases of dress. Dress Codes will be enforced at school activities such as school dances as necessary as well. Questions regarding dress code should be directed to school administration.

Personal Belongings

Electronic Devices

Items such as cell phones, iPads, iPods, and hand held video games, etc. are distractions to learning. If they are brought to school they must be turned off or not brought to class. The district is not responsible for lost or stolen items brought from home. Laser pointers and other potentially disruptive electronic devices are not allowed on the campus. These items may be confiscated. Cell phones may be used before school, passing time, breakfast, lunch, and after school only.



Cellphone Policy Concerning Inappropriate Use

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other

appropriate state or federal agencies. Illegal images, threats of violence or use of bullying language between students by voice mail, social media, or texting may have school consequences **whether it happens on or off school grounds or during school time.** As with any serious school violation, students caught using their phones inappropriately will have consequences ranging from a warning and detention to expulsion depending on the offense. Additionally, students in violation of proper use of a cell phone will lose the privilege of having a cell phone on campus.

General School Cellphone Policy

While a cell phone can be a valuable tool, it can also be a huge distraction in the classroom.

The general school policy regarding cell phone use is that it may be used by 7-12 grade students before and after school, during breaks between classes, and during breakfast and at lunch. It may not be used during class time unless the teacher has given permission for use.

If a student is found to be using a cell phone during times that are prohibited for use, the phone will be confiscated, placed in a labeled envelope, and delivered to the office.

The consequences for prohibited use will be as follows:

1st Offense:

- The cell phone will be confiscated and turned in to the office. In addition, a referral will be written.
- A parent or guardian will be notified that the cell phone was confiscated and informed of consequences for further offenses.

2nd Offense:

- The cell phone will be held in the office until a parent, or designee can pick up the phone. The student will lose the privilege of having a cell phone during the school day. If a parent feels the need to send a student to school with a cell phone, it will need to be turned in to the office every day for the remainder of the year.

If you need to get ahold of your child because of an emergency or for any other reason, we ask that you contact the school directly and we will relay any messages to your child.

Emergency School Closures

Each year the school district is faced with the possibility that an emergency may arise necessitating closing the school with or without advance notice. We participate in the ***Emergency Closure Notification System***. Closures will be announced through our automated phone and the following media:

Web: www.flashalert.net

Click Eugene
Lane Co. Schools
Lowell Sch. Dist.

Radio:

KUGN – AM 590; KPNW AM 1120; KKNU - FM 93.1; KMGE - FM 94.5; KZEL – FM 96.1; KNRQ – FM 95.3 KDUK – FM 104.7; KLCC – FM 89.7; KRVM – FM 91.9

Television:

KEZI- ABC Channel 9 (Cable 4)
KMTR- NBC Channel 16 (Cable 6)
KVAL-CBS Channel 13 (Cable 8)

In the event of a mid-day emergency closure, children should have a nearby home to go to if their parents will not be home during such an emergency.

Major Disasters

Lowell School District has established procedures for the immediate evacuation of all students in the event of the following major disasters. Parents should become familiar with the location of the staging areas.

- Flooding (TUMAC Industrial Parking Lot, North)
- Earthquake (HS Football Field)
- Fires (HS Football Field)

Fire Drills

State requires that Fire Drills be conducted periodically. When the fire bell sounds, students and teachers are to vacate the building as soon as it is safely possible by means of the nearest exit routes and gather in the designated area on the baseball field.

Earthquake Drills

Signal – Announcement from office by intercom.

1. Duck under any furniture such as desks or tables.
2. Remain there until you are instructed to vacate the building.
3. Quickly and orderly move to outside safety zones as posted.
4. Remain in the safety zone until instructed to move.

Lockdown Procedures

Signal: Announcement from office by intercom

1. Scan hallway quickly for any students/staff/etc. and then close door(s). **Do not open doors for anyone!**
2. Draw shades.
3. Turn off lights
4. Take “ALICE” (Alert, Lockdown, Inform, Counter, and Evacuate) Action depending on the immediate threat.

Health Information

If you become sick at school, let your teacher know and, if necessary, come down to the office. The office will assess your health and take necessary action. We **must** speak with a parent/guardian before you are able to leave campus.

Parents are required to bring any student medication to the office for storage and dispensing. Parents should contact the office about any changes in medication, medical treatment, or health conditions. A local emergency phone number to be used when parents can't be reached is required for each student.

Medication

Controlled Substances are subject to the regulations as follows:

1. No school personnel will issue, dispense, deliver or provide controlled substances to any student of Lowell School District 71 without written orders from a physician indicating:
 - a. The name of the student
 - b. The name of the medication
 - c. Dosage
 - d. The time interval that the medication is to be taken and the diagnosis or reason for the medication to be given.
 - e. The medication MUST be in the original bottle/container.
2. There must be written permission from the parent or guardian requesting that the district comply with the physician's orders for drug dispersal.
3. The district shall provide a locked cabinet for the storage of medication brought to school by the student; the medication must be in a container appropriately labeled by the pharmacy or physician.

Immunization Information

Any student new to the district from out of state is required to have a signed certificate of immunization on file when first entering school. Oregon Law (ORS 433.267) requires that all students attending public/private schools show evidence of compliance with state immunization requirements or have a medical or religious exemption. Oregon immunization requirements are completion of the following:

1. 5 Diphtheria/Tetanus/Pertussis (DTaP) vaccine
2. 1 Tetanus/diphtheria/pertussis (TDAP) vaccine for all 7th graders
3. 4 Polio vaccine
4. 2 MMR vaccine or 2 Measles, 1 Mumps, and 1 Rubella vaccine
5. 1 Varicella (chicken pox) vaccine
6. 3 Hepatitis B vaccine
7. 2 Hepatitis A vaccine

Assessment of Health:

A student is requested to assess his/her health status prior to coming to school in the morning. If the student does not think he/she feels well enough to complete the entire school day, the student should remain at home. If the student has been vomiting or having diarrhea that morning or has a temperature over 100 degrees or higher, or a severe skin rash covering several areas of the body, he/she should not come to school that day. A student with any of the above symptoms will not be able to concentrate on school activities and may be exposing other students to a communicable disease. Any student well enough to attend school should be able to participate in all regular school activities, including physical education classes, unless a medical excuse is obtained from the family health care provider (physician, nurse practitioner, physician's assistant).

To assist students in maintaining the health of themselves and their families, when it becomes evident that a class has been exposed to a communicable disease in school, a notice will be sent home to family members of the Lowell School District. Students are requested to contact the school if they develop a communicable disease (i.e. chickenpox, measles, mumps, rubella, lice, scabies, impetigo, strep throat, MRSA, or influenza).

Medical Waiver

On the written advice of a licensed physician, or for academic reasons, the physical education (P.E.) requirements may be waived. The notice or letter from the doctor must be turned into the main office and placed in the student's file. If such notice is placed in a student's file they will NOT be allowed to violate the doctor's recommendation without a doctor's release.

Locker Rights and Responsibilities

Students are assigned lockers in the main hall and in the locker rooms for P.E. classes at the beginning of the year as co-tenants with the school district. This assignment is for the entire school year. School officials reserve the right to check any locker for missing school and library books, stolen property, or items that are illegal, harmful or disruptive to the educational goals of Lowell Jr/Sr. High School.

We urge you to keep your lockers locked and clean to reduce the risk of theft and damage to personal property. You are responsible for any damages to personal property and school materials in your locker. We recommend that you do not leave money or other items of value in your lockers. Keeping your locker combinations confidential will also help protect your property. The same rules and warnings apply to PE lockers. Students are responsible for damage to their lockers.

Motor Vehicle and Non-Motorized Vehicle Rules

No parking of vehicles on school property during school functions shall be allowed except those vehicles being used by supervisor personnel, patrons, or students attending the school function.

Student Responsibilities

1. No student vehicle will be permitted to leave the school grounds during the hours in which school is in session without the permission of the principal or designee.
2. Students will not park in Faculty Parking Lot (south lot) at any time during regular school hours without permission.

Parking for Student Vehicles

1. The parking of student motor vehicles is limited to the parking lot at the north end of the school.
2. No student vehicles are to be parked in other areas of the school property during school hours. Student vehicles parked in any area unauthorized for student parking or student vehicles parked in an authorized area in a haphazard manner, may be towed away. The expense of towing will be borne by the student.

Non-Motorized Vehicles Bicycles

Students who ride bicycles to school shall park them in such a manner that is not a safety hazard and does not interfere with the orderly processes of the school. Riding of bikes within school buildings, or on school sidewalks or breezeways is prohibited. Students should lock bikes to the rack located in the north parking lot.

Skateboards, Skates, and Scooters

The riding of skateboards, skates, or scooters within school buildings or on school grounds is prohibited.

Penalties

Failure to comply with the above rules may result in a school fine and the withdrawal of privileges or other consequences as may be deemed appropriate by the student council and/or school administration.

School Activities

All students of Lowell Junior/Senior High School become members of the student body upon payment of the registration fee. Membership entitles the student to vote in their student body elections; to participate in student sponsored activities and admission to league games. Members of the student body participate in student government. The Student Council is the governing body concerned with student government.

School Parties and Dances

Dances and activities are held at various times throughout the year. All such activities must be scheduled through and coordinated by the Student Council, ASB Advisor, and Principal. Traditionally certain dances have been sponsored as follows:

Junior Class:	Prom	Senior Class:	Homecoming
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Dances and Parties may not be held on nights when school will be in session the following day. School dances and parties must terminate by eleven p.m. with the following exceptions: Dances following Friday night games may extend to 11:30 p.m. and the Prom may extend until 11:30pm.

Only students of Lowell High School and their parents may attend school-sponsored dances and/or activities. A student may bring a guest to these events if they sign a guest pass and turn it in 7 days in advance, and obtain administrative approval. Guests must be within the age span of the students involved in the activity. Junior High school students may not be guests at High School dances. High School students may not attend Junior High dances.

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

High School students attending dances must attend school for the entire day prior to the dance (unless excused for an appointment with a physician with a note). Students must also turn in a grade check form showing a passing grade in all classes at the time of ticket purchase.

Student Council

The Student Council meets at least monthly in an open meeting with a planned agenda and with class representatives' input. The Student Council is generally responsible for the planning, scheduling, and organization of student activities in conjunction with the ASB advisor.

Each of the classes of the high school maintains its own organization. There are elected class officers and representatives to the Student Council. Each class carries on a program of activities as approved by the Student Council.

Clubs may be organized by interested groups and chartered by the Student Council. Students

are encouraged to participate in one or more of these clubs.

Clubs & Organizations are initiated by staff & students. While club offering change from year to year, the following clubs are currently available for student participants:

- Drama
- National Honor Society
- “Nerd” Club
- Spirit Club
- “Maker Project/Art” Club
- Link Crew

Student of the Month

Student of the Month happens on the first Wednesday of each month (barring scheduling conflicts). Students are chosen by staff for both Junior High and High School. Each month we honor students that model different traits of a successful student:

September: Respectful	February: Vibrant
October: Encouraging	March: Improvement
November: Disciplined	April: Leadership
December: Determined	May Successful
January: Engaged	

Parents are invited to attend our celebration after school in the cafetorium each month.

Student Insurance

The Lowell School District does not provide insurance coverage for students in the regular school program or the extracurricular programs. Students may purchase insurance from the school district approved insurance company. The necessary forms are available at the high school office. The school district is NOT the insurance agent and all questions should be directed to the insurance representative noted on the form.

Visitors

Visitors are welcome for educational purposes only and with approval of the administration at least 24 hours in advance of a planned visit. Visitors during open campus times must check in at the office and have prior approval from the administration at least 24 hours in advance.

School Services

Alternative Education

There are those rare occasions when an alternative educational program may be beneficial to the student. This may happen when a student has erratic attendance, severe discipline problems, is being considered for expulsion, is expelled, plans to withdraw from school, or is not benefiting from the current program. Lowell School District will propose alternative programs to the student and parents/guardians should the above conditions become evident.

Clothes Closet

Families in need of school supplies and/or clothes should contact the Lundy Elementary office at (541) 937-2105 for information.

Disabled Students

Lowell School District provides various programs to assist the disabled student to successfully achieve in the academic arena. Students having academic needs will be tested by specialists to determine their needs. Parents are encouraged to support these attempts to provide a meaningful program by signing necessary permission forms sent by the District. If parents have any questions concerning the forms, they are encouraged to have a conference with the referring staff member regarding the intent and purpose of the testing. Lowell School District enforces nondiscrimination toward disabled students in conformity to the rules and regulations of the Individuals with Disabilities Education Act and Section 504.

School Counseling

The Counseling Program at Lowell Jr./Sr. High School provides comprehensive guidance services which promote academic success and responsible behavior towards others. It is the goal of the Counseling Program to empower all students to reach their fullest academic, social and emotional potential, in order to find postsecondary and career success.

Student Study Team

The Student Study Team (SST), composed of special education, regular education, administrative, and student health service personnel meets monthly (or as needed) to process referrals. Teachers and parents may refer students to the Student Study Team when they suspect that there is a disabling condition or whenever a child may be in a situation, which might interfere with his/her education. The Student Study Team and the referring party discuss the referral and channel it to the appropriate resource person(s).

Special Education

Lowell School District provides special education for all students who are determined to be disabled under I.D.E.A. This special education will serve as the answer, in most cases, to the needs of the disabled at-risk students. Individual Education Programs (IEPs) are plans that address the individual needs and requirements of these students. Lowell Schools are required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 to ensure equal access to participation in its programs, activities, services, and employment. Reasonable accommodation will be made for individuals with a physical or mental impairment that substantially limits one or more of the major life activities essential to participate in the benefits of the school district. For more information contact Linda

Brecht-Kwirant, Special Education Director.

TAG (Talented and Gifted)

An Individual Education Program (IEP) is written to address the needs of the individual TAG student and meet that child's unique educational needs. Parents are encouraged to participate in the IEP planning for TAG students. Parents are welcome to contact their students' teachers for more information.

Mentoring Program

Peer tutors are high school sophomores, juniors or seniors who are Honor Society members or independent study students. The High School Honor Society Coordinator will coordinate this program as requests are made.

General Work Experience

1. Students generally are 16 years of age or older. School administration may grant students work experience credit on a case-by-case basis.
2. One hundred thirty clock hours of productive employment shall be the minimum requirement for granting .5 of high school credit.
3. Administrator approval is required prior to earning work experience credit.
4. A student can earn up to two credits through work experience.
5. The student must furnish verification of the number of hours of productive employment through a time card or time sheets.
6. Credit for productive employment can be used to satisfy only elective credit requirements.

Homeless Education Assistance Act

If your family lives in any of the following situations, your child has certain rights under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle or campground;
- On the street;
- In an abandoned building, trailer or other inadequate accommodations; or,
- “Doubled up” with friends or relatives because you cannot afford housing.

Contact **Colette Ullrich**, homeless liaison, at 541-937-2105

Student Nutrition and Meal Programs

The Lowell School District participates in the National School Lunch/Breakfast Program. The Food Service Department provides nutritionally balanced meals to all students. Breakfast and Lunch are available at no charge to all students in the 2023-24 school year. For questions regarding meals, student nutrition, food allergies and program regulations, please contact Nathan Bowers, Director of Student Nutrition Services, at (541) 937-2105.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Technology

Lowell School District policy requires students and parents to review and sign the Technology Use Policies form annually for students to utilize district technology. The Technology Use Policies form details the expectations of individuals utilizing the district's network and associated technology. Additional guidelines, expectations, and definitions are outlined in the District Policy Manual, which may be obtained by request (Lowell Board Policy IIBGA) and is also available on the district website (www.lowell.k12.or.us).

- ☐ Technology use is for instructional and educational purposes **ONLY!**
- ☐ All use of computers and technology will be under the supervision of district personnel (teacher, administrator, or educational assistant).
- ☐ Use will be appropriate for school and will follow the school-wide rules.
- ☐ Behavior or use outside of these parameters may result in disciplinary action in accordance with district policy.
- ☐ Specific technology rules may be posted in areas that have technological devices.

Violation of the Electronic Information Resources contract is as follows:

First Violation: Parents contacted, student conference, and a 10 (school day) suspension from using school computers.

Second Violation: Parents/student/administrative conference and a 30 (school day) suspension from using school computers.

Third Violation: Parents/student/administrative conference, 1 – 10 day OSS, and a 1 year suspension from using school computers.

ASBESTOS MANAGEMENT PLAN

The Lowell School District, in compliance with AHERA Regulations, has conducted an assessment of asbestos contained in building materials within buildings under the district's control. A management plan has been developed to protect the health of students and staff. Copies of the plan are available in the district office at 65 South Pioneer Street, Lowell, OR 97452.