

2009/10

**EHS**  
Rev 4.0

**Student / Parent Handbook**



**EagleRidge High School**

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## **Introduction**

### **The Bill and Melinda Gates Foundation**

Schools today face new and different challenges, but few have the time or resources to make the changes necessary to help all students achieve. The Bill and Melinda Gates Foundation is committed to working with and encouraging outstanding schools, school districts and school networks that have focused time, energy, and resources on helping all students achieve.

The Foundation invests in schools that reflect a common set of attributes that research and best practices show are necessary to create a rich teaching and learning environment where every student thrives.

EagleRidge High School believes in the Gates Foundation and its attributes; EagleRidge believes in the potential of our kids.

### **School History**

EagleRidge High School is a free, publicly funded high school designed to provide rigorous academics so that the student will have a smooth transition to post-secondary education. Above and beyond normal graduation requirements, our students complete requirements in these additional areas: four college classes; service learning and 40 hours of internship in a work environment; one additional credit of mathematics; one year of Digital Media; and perform to industry standards (on software products) before high school graduation. Technology standards and skill development are embedded in our curriculum.

Placement of students at EagleRidge High School is strictly voluntary. Every student who attends EagleRidge applied to be here. Our school design is to serve 55 students in each grade level. Students are encouraged to apply in the winter of their eighth grade year. If we exceed 55 applications, we implement a blind lottery system. Note: ORS 338.125 allows a charter school to give priority to (1) students who were enrolled in the school during the prior year, and (2) siblings of students presently enrolled and who were enrolled in the school during the prior year. EHS may enroll students from other districts only if there are vacancies after all KFCSD students who desire to attend have been enrolled. Also, see Section 9 "Admissions" of the Charter Contract which also grants priority to students on a waiting list from the prior year who have re-applied for admission. After these priorities, we ensure equity by conducting a blind lottery for remaining seats.

### **EagleRidge High School Vision and Purpose**

Vision: Inspired student preparing for life-long success.

Purpose: We provide a caring, small school environment where students learn to respectfully communicate and collaborate through projects and technology for a smooth transition to either college or a career and service to community.

# EagleRidge High

**Our purpose** in compiling this handbook is to make all aware of school-wide behavioral expectations. These guiding principles revolve around character education as well as academics. The assumption here is that these values affirm our human dignity; promote the development and welfare of the individual person; serve the common good; are universally acceptable; and, they define our rights and responsibilities in a democratic society.

**Our belief** is that staff and its behavioral expectations must be reflective of the excellence, responsibility, fairness and caring that we seek to promote in our students. We must first and foremost help students form caring attachments to adults and each other. All adolescents have a basic need to belong, and they are more likely to internalize the values and expectations of those who meet this need.

**Our goal** is to create a safer and more positive learning environment while simultaneously fostering character development in all students. As a result, our hope is that students will become more effective learners, future employees and citizens.

## EagleRidge High School Office

677 South 7<sup>th</sup> Street  
Klamath Falls, Oregon 97601  
(541) 850-9949

### STAFF DIRECTORY (All use the Main Phone number: 541-850-9949)

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<b>Wally Olszowka</b>	Custodian	

## Student Information

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### Building Hours

The school building will be open from 7:30 AM to 4:00 PM daily.

### Regular Schedule

8:00-9:00	College Prep tutorial
9:00-9:10	Breakfast
9:15-10:45	Block 1 or 4
10:50-12:20	Block 2 or 5
12:20-12:55	Lunch
1:00-2:30	Block 3 or 6
2:30-4:00	Recovery tutorial

**Students may stay arrive at school from 8:00-9:00 or stay after school from 2:30-4:00 to receive extra help from teachers or to simply complete projects.**

### Food Service

The Klamath Falls City School District Food Services Department offers the students meals. Please see "Food Service" handout. Applications for free/reduced meals are available in the school office.

Breakfast:	Paid: \$1.50	Reduced: Free
Lunch:	Paid: \$2.65	Reduced: .40
Milk:	.50	

### Student Clubs on Campus

Student clubs, organizations and extracurricular activities will be established to meet the needs and interests of our students and their parents. Proposals to form student organizations shall be made to the School Director and may be subject to approval of the School's Board of Directors.

### Grades and Curriculum Online

Please visit our website at [www.EagleRidgehigh.com](http://www.EagleRidgehigh.com) ; a complete explanation concerning how each course is graded is set forth on our WEB pages.

<b>Credit Requirements for Graduation</b>		
History / Social Science	4 Credits	World History (1) US History (1) Economics (½) American Government (½) Geography (1)
English <sup>1</sup>	4 Credits	
Mathematics <sup>1</sup>	4 Credits	
Science	4 Credits	Minimum (1) Lab
Second Language / Fine Arts / Applied Arts	4 Credits	Digital Media (1) Three more based on Personal Education Plan
Miscellaneous Classes	4 Credits	Health (1) Physical Education (1) Electives (1) Senior Project / Digital Portfolio (1)
<b>Total Credits to be earned for Graduation:</b>	<b>24 Credits</b>	
<b>Courses below can be achieved through core subject classes (above)</b>		
College Courses	4 HS Credits	4 Classes May replace required or elective classes based on Personal Education Plan
Civic Service / Service Learning	1 Credit	40 hours
Internship	1 Credit	40 hours
Digital Portfolio / Senior Project	1 Credit	Earned upon completion

<sup>1</sup> Algebra II and two consecutive years of a foreign language are required to enter a four-year university.

## **PLEASE READ:**

*The classes we offer are strongly based on student desire and input. If we are not offering a class that a student would like to take, please make a suggestion and we will attempt to meet the student's' need.*

# **Course Offerings**

## ***Pre-Algebra***

This course offers students an introduction to the concepts necessary for success in Algebra. Topics include whole numbers, fractions, decimals, ratio and proportion, simplification of expressions, solving equations and the two-dimensional coordinate system. Proportional Reasoning will be a primary focus. Students must pass with a C or better to move on to Algebra 1.

## ***Algebra I***

Prerequisite: Fundamentals of Algebra (C or better) or Teacher Recommendation.

Course Description: Topics include solving equations and inequalities, graphing linear equations, solving systems of equations, and solving quadratic equations. Emphasis is placed on applications throughout the curriculum. Students will also explore three-dimensional coordinate system. Students with semester grades of C or higher will take Geometry as their next math course.

## ***Algebra II***

Prerequisite: Geometry

Course Description: A second year course in Algebra that follows Geometry and Algebra 1. This course presents algebra as a structure of real numbers with emphasis on functions. Topics covered are linear equations and inequalities in one or two variables, problem solving, systems, quadratic functions, analytic geometry, matrices, and exponential functions.

## ***Geometry***

Prerequisite: Algebra 1 (C or better) or Teacher Recommendation

Course Description: This course is designed to provide students with a contextual experience in developing geometry skills. Problem solving drives the exploration of numbers, algebra, geometry, measurement, data analysis and probability. Student learns about special concepts (2 and 3-D), attributes of shapes and the power of proof. Students with semester grades of C or higher will take Geometry as their next math course. Students may also take Algebra Connections to enhance Algebra skills before proceeding to Algebra 2.

## ***Mathematical Connections***

Prerequisites: Algebra 1

Course Description: Students in this class will work to reinforce basic mathematical concepts that are used in practical life situations. This course will focus on topics such as credit card management, developing budgets, buying cars, renting an apartment, taxes and mortgages. Regular attendance and completion of projects is essential for success in this course.

### ***Math Retrieval***

Prerequisite: D or F in math class for which credit is being retrieved.

Course Overview: In this course students will have the opportunity to retrieve credit from math classes in which they have previously been unsuccessful. Instruction and assessment will be administered through a combination of a on-line learning environment and classroom instruction. Learning will be largely self-paced. Courses eligible for retrieval include Fundamentals of Algebra, Algebra and Algebra Connections. Upon completion of the courses with a C or better, students may proceed to the next appropriate level of math. This class will be offered during second semester only.

### ***Algebra Connections***

Prerequisite: Algebra 1 and Geometry (C or better) or Teacher Recommendation/Student Request

Course Description: A second year course in Algebra to follow Geometry. Major topics addressed are: solving equations inequalities; absolute value; scientific notation; unit conversions; use of words, graphs, tables, and symbols to represent linear and exponential relationships and translating among those representations; systems of equations; in solving problems involving linear and exponential relationships. Students with semester grades of C or higher may proceed to Algebra 2.

### ***Choir***

Teaches singing, proper breath control, diction, and development of tone. Studies the standard vocal repertoire. Presentation of choral music with and without accompaniment; performances on campus and in the community.

### ***Small Ensemble***

A variety of small ensembles will be formed, each supervised by the music faculty. Performance schedules and locations will vary. These ensembles differ in size and kind, depending on the performers available.

### ***Band***

Develops individual performance abilities in a large-group framework. Literature covers a wide range of symphonic music appropriate for band. Performances on campus and in the community.

### ***Spanish I***

The goal is to be able to communicate in orally and written form in the target language. Students will learn vocabulary, grammar and verb conjugation. They will learn to communicate about their daily life, school, likes and dislikes, daily routines, etc. Periodic oral and written assessments will be given. Various projects will highlight the Hispanic cultures.

## ***Art***

The goal is to be able to communicate in an artistic form by learning basic skills and the elements and principles of design. Art and Art history will be incorporated with some hands-on projects. Additional projects will be given to students who have higher level skills.

## ***Spanish II***

The goal is to be able to communicate in orally and written form in the target language. Students will learn vocabulary, grammar and verb conjugation. Students will work on different tenses including the preterit, imperfect, command form and future. They will learn to communicate about their daily life, school, likes and dislikes, daily routines, etc. Periodic oral and written assessments will be given. Additional projects will be given to students who have higher level skills.

## ***Hot Topics***

Hot Topics are current event issues that teens deal with in their everyday lives, such as alcoholism, bullying, proper attire in a work place or in school, etc. Once a month we will have a Hot Topic hour in which teachers and students will gather in classrooms to discuss a topic. The discussion will last for one hour and will take place during class time. The classes will be rotated so that Hot Topic hour takes place in each class.

## ***Digital Media***

The goal of this class is to introduce the student to art, design, and the technologies of new media. Design principles, color theory, the creation of media, some art history, professional standards and processes will be covered in this course. Students, on their own and in teams, will work on problem-based learning projects to create digital media. Students learn project planning, storyboarding, and working in teams which mimics the professional world. The course will introduce creative expression in traditional formats integrate the old with the new. This integrated curriculum forms a solid groundwork from which students may build upon in Digital Media 2 and will give students the skills they need to begin effective work on their digital portfolios.

## ***Health***

Health is a required, one-year core program. Health students will develop a personalized health plan where they will use goal setting, nutrition, exercise and positive assessments to develop their life style plan. They will acquire knowledge and skills to understand and practice healthful nutrition that contributes to growth and energy. This program will emphasize the benefits of a healthy active lifestyle while preparing students for their role as a lifelong learner by making healthy lifestyle choices

## ***World Studies***

The World Studies program is an integrated course gives credit and is taught by both a Language Arts teacher and a Social Studies teacher. The class will cover world history with projects based on various literatures that motivated those cultures.

## ***Fine Art Credit: Digital Photography & Art***

This is a 3-part art class. The first part will focus on digital microscopy, in essence using a microscope camera to take pictures of very small things as opposed to the classic style of taking pictures of very large things. The students will learn to digitally enhance their pictures to bring characteristics of the picture and also how to artificially color them as well. The second part will focus on taking pictures in a more contemporary setting using a standard camera. The school should be capable of providing any materials if the students don't have their own camera. Unfortunately we do not have support for a darkroom at this

time. The last part will also be art related but currently there are no specifics. In keeping with the motto of our school, the course content towards the end will be driven by the interests of the students.

### ***Criminal Justice***

In this class students will explore the areas of crime, criminology, law, policing, the judiciary, community corrections, corrections, and juvenile justice. Students will closely examine issues surrounding the *Bill of Rights*. We will regularly have guest speakers from the various local law enforcement agencies. Students must complete a community service project that promotes public safety. Additionally, students will get the chance to participate in a police ride along program. This class is directly aligned to Oregon's Government and Civics State Standards.

### ***Geography***

This course covers both human and physical geography, stressing man's interaction with the environment. Human geography will be the primary focus. Using a topical approach, the course incorporates case studies from around the world to illustrate each topic. Local sources will be included in the analysis. The student's research, writing and oral presentation skills will be reinforced. A high degree of student analysis is expected. Hands-on teaching and learning techniques will be emphasized during this course.

### ***Psychology***

Students examine the changes that occur in thoughts, feelings, and behavior as a result of growth and development, both normal and abnormal, within the individual and the effects of outside intervention. The course attempts to establish a conceptual framework for understanding the relationship between personal history and personality formation, and it examines efforts to modify the individual through outside influence

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## **Counseling Services**

Please make an appointment with the Director or the Counselor to seek professional counseling assistance, or simply drop by the front office with issues requiring less attention.

## **College and Career Advisory**

Each of our students meets with the counselor to review his/her transcript, graduation requirements and career goals. The counselor provides help to students with college applications, scholarships and financial aid. Some of our in-class workshops for juniors and seniors include filling out college applications, preparing for the PSAT, Financial Aid and Career Search. Software programs will be available for college planning, college financing and scholarship searches.

## **Internship and Service Learning**

### ***Internship (Senior Students):***

EagleRidge High School students will experience firsthand the realities of the work place by completing a 40-hour internship during their senior year. This experience enhances their resume, boosts their marketability, and teaches them the basic responsibilities of a real-life job. The students are expected to behave in a professional manner, completing their tasks thoroughly and to the best of their ability.

Students are matched to internship opportunities based on their career interests and abilities. The goal of the Internship program is to provide students with hands-on experience in a field of interest, helping them narrow-in on their abilities, form opinions about future jobs, and make decisions toward college pursuits, while providing them with a valuable educational experience.

The internship grading process is a one credit Pass or Fail only system; therefore if a student does not meet all of the required steps by the appropriate deadlines, they will receive an "F" and they will be required to find a new internship on their own. Parents are encouraged to speak with their students about their internship throughout the process to help keep them on track.

All students will be allowed to complete their internships as soon as they are ready. They will be made aware of the opportunity and have the chance to meet with the Internship Coordinator before the end of their junior year.

### ***Civic/Service Learning (40 hour minimum requirement, Freshmen – Junior Students):***

It is the goal of EagleRidge to expose our students to as many meaningful community service opportunities as possible. All service hours must be preapproved by the student's advisor and parent. We also recognize the importance of helping students understand the value in serving the community, and we desire to help them make the connection between what they learn in the classroom and how it affects the world around them.

According to the National Service Learning Clearinghouse, Civic / Service-learning combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This is accomplished by combining service tasks with structured opportunities that link the task to self-reflection, self-discovery, and the acquisition and comprehension of values, skills, and knowledge content.

For example, a geometry teacher might decide to teach students geometric concepts while having them design a quilt for a children's hospital. Not only do the students learn the necessary math concepts, but they are able to serve a community need at the same time.

Sometimes service projects will be done in the classroom; other times students will be taken on a pre-scheduled class field trip to a place where community service is needed.

In addition to the classroom civic/service-learning opportunities, students wishing to have additional hours on their transcript will be able to access the "community service database," which lists community service options outside of the classroom. In order to receive credit for the work done outside the classroom, students are required to pick up a "community service form" from the internship office and have it signed by the supervisor at their volunteer site.

Each student's transcript will reflect the total number of community service hours they have completed.

# School Policies

## **Standard Rules and Expectations**

### ***Acceptable Clothing for daily wear***

**Rule of Thumb - If your clothing offends a staff member, you will be asked to change, to return home to change, or to borrow clothing from the school.**

Hats may be worn at EagleRidge as long as they do not create a distraction to the educational process.

Wearing or possession of clothing, jewelry, or accessories, or any manner of grooming which, in the judgment of the Director or designee, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership and/or identification with a gang, which advocates drug, alcohol or tobacco use, violence, or disruptive behavior is prohibited.

Students will not wear clothing which promotes drug, alcohol or tobacco use, violence, bigotry and/or intolerance against people on the basis of race, ethnicity, religion, sex or sexual preference or which displays profanity.]

Dresses or tops must be appropriate for an interview with a future employer. Jeans may not have large holes or frayed bottoms. They must rest above the students hips or higher; no sagging. T-shirts must be appropriate for outerwear: no undershirts, mesh jerseys, or other tank-style shirts.

Shoes will be worn at all times except under conditions specified by the school and will be suitable for school activities and physical education requirements. (No slippers)]

- Athletic shoes
- Boots (hiking, ankle, mid-calf, knee-high)
- Sandals/flip flops

### ***Professional Environment Standard – Required for All Student Presentations***

Appropriate Clothing: Dress as you would for an interview.

- Dresses or tops (with a 1" or wider shoulder, covering back, midriff and chest area)
- Skirts (to mid-thigh or longer)
- Slacks
- Collared/non-collared shirts/sweaters
- Button-down shirts/with or without a tie
- Loafers and other closed shoes
- Slides/sandals

### ***Cell Phone Use***

We recognize the importance of students having cell phones which enhance their ability to communicate with parents and their ability to summon help in an emergency. Cell phones must be turned off during any regularly scheduled class period or activity, whether the student is inside or outside the classroom, and must not be visible during any class period. Should a staff member confiscate a student's cell phone, students and their parents may retrieve their phones in the director's office after instructional hours.

### ***Use of Headphones, CD Players, and MP3 Players***

EagleRidge High School recognizes that some individuals work better when listening to music. Use of these devices is not to occur during lectures, direct instruction or presentations. The privilege of music can be revoked due to lack of work or failing grades.

### ***Food and Drink***

In order to maintain and promote a professional atmosphere, and protect the equipment and facilities at EagleRidge High School, staff and students have agreed that there is to be NO food and/or drink near computers.

### ***Campus Mobility***

In order to maintain and promote a professional atmosphere at EagleRidge High School, staff and students have agreed that students will be allowed to leave the classroom at their discretion provided they sign in and out.

### ***Bicycles and Skateboards***

Bicycles ridden to school MUST be parked in designated bike racks in back of the school. Skateboards must be locked in lockers during the instructional day.

### ***Parking of Automobiles and Motorcycles***

Students need to understand that driving to school and parking on campus is a privilege afforded to them. The following are conditions attached to this privilege; failure to follow these conditions may mean forfeiture of this privilege:

- Students must register their vehicle with the front office and clearly display their parking permit.
- Students must park on campus in the designated lots; spaces are taken on a first come, first served basis daily.
- Cars should be locked at all times. The school assumes no responsibility for loss, theft or damage.
- The speed limit within the parking lot is 5 m.p.h. Speeding or reckless driving is prohibited.
- Students are to obey all traffic signals, signs and markings on campus.
- Students are not to litter the parking lot.
- Student vehicles parked on campus can be searched at any time without prior notice to the student.
- Students may not park in front of any wheelchair ramps or block access to any wheelchair ramps.

### ***Students' Displays of Affection***

Overt public displays of affection are not proper at school. Students should use good judgment in order to avoid embarrassing situations and the possibility of disciplinary action as well as a parent contact.

## **Information Technology Expectations**

### ***User's Rights and Responsibilities***

Students and staff are expected to maintain a professional approach to all actions performed in the classroom and while using the information system/network. The following serves as general guidelines and should not be considered all-inclusive. It's our expectation that students will make good choices while using the information systems at EagleRidge High School.

## ***General Guidelines***

Workstations, network infrastructure, software and EagleRidge equipment are provided and to be used for educational purposes.

- Treat school property with respect.
- Report any system problems or misuse to the Help Desk.
- Use the Help Desk database to request help or information.
- If you are not sure about the acceptability of a use, ask a staff member or the Network Administrator.
- All technology equipment is to remain where it was placed and connected as found.

## ***Workstation Guidelines***

Users are not allowed to do the following unless given permission by the network administrator:

- Change the local configuration of the desktop including (Wallpaper or color of the desktop, Screen Saver, Mouse Settings, etc.).
- Store and/or install files on local drive(s) including: Freeware, shareware, public domain, or any other software, music, video or games.
- Use unauthorized programs installed on the local workstation.
- Play games at any time at EagleRidge High (including Java-based and web-based games).
- Play music CDs without headphones.
- Use any logon and password other than your User Account.
- Boot off a floppy disk, CD-ROM, or anything other than the computer's standard boot-device.
- Send computer to computer or computer to network messages(i.e. net send, instant messaging, etc.).
- Use the command prompt.
- Change configuration files.

## ***Network Guidelines***

The following are EagleRidge network violations:

- Student home directory size greater than 1 GB
- Printing personal documents
- Storing files of inappropriate content
- Storing executable files without permission from the Network Management
- Storing MP3s unrelated to school work, or without prior authorization
- Storing personal files on the Student Share
- Changing the folder options on the Student Server
- Changing permissions for network files
- Playing or streaming videos or music over the network or internet
- Intentionally bypassing the internet filter

## ***E-mail***

The following are EagleRidge network violations:

- Sending group email to more than 8 individuals (including through the use of groups and/or any other means), except for official school clubs
- Impersonating another user in any manner (Including using their account)
- Sending messages with inappropriate content, profanity, or malicious intent
- Inappropriate or unprofessional signatures or stationary in e-mail personal configuration
- Using signatures containing graphics of any kind
- Size of e-mail database larger than 100 MB (you will automatically be restricted from sending and receiving mail)
- Sending or forwarding impersonal messages (i.e. chain letters)

## ***Discussion Database(s)***

### **Guidelines**

- Malicious comments are not permitted
- Offensive or inappropriate language is not permitted
- Content needs to be appropriate for an educational environment

## ***Network-Hacking/Cracking***

### **Participating in any of the following is prohibited**

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying or tampering with information or files for which you do not have permissions
- Intentional introducing and/or distributing virus programs to workstations or servers
- Remotely controlling another workstation or server, other than your own, without permission from the Network Management
- Possessing destructive or invasive programs

## ***Internet***

- Accessing inappropriate sites (i.e. pornographic content)
- Accessing non-educational sites during class time
- Participating in Chat rooms for non-school related purposes
- Using internet connection to download files for personal use
- Using peer-to-peer applications (like LimeWire, Napster, etc.) are not ever authorized

## ***Software***

- Illegally copying software/intellectual property licensed to EagleRidge
- Installing software not licensed to EagleRidge

## ***Hardware***

- Connecting outside equipment (non-EagleRidge owned) without prior permission from the Network Management (exceptions: USB mouse, thumb drives)
- Bringing and using personal laptops without prior permission

## ***Soliciting Equipment or Software for EagleRidge***

- Directly contacting vendors for supplies and/or equipment donations without permission

## ***Personal Gain***

- Using e-mail, website, network equipment, or any other resource belonging to EagleRidge for personal commercial gain without staff approval

## ***Network Management's Rights and Responsibilities***

- Maintain centrally managed network and domain
- Maintain and improve system infrastructure and performance
- Respond promptly to Help Desk Tickets
- Equally and fairly enforce Acceptable Use Policy

## ***Considerations for Determining the Urgency of Acceptable Use Policy Violations***

- Does the issue effect the health or safety of students and teachers?
- Does the issue diminish student achievement?
- Does the issue bottleneck the system?

### **The following consequences may be invoked at any time:**

E-mail and/or computer access restrictions  
Network restrictions  
Service hours  
Parent conference with administrator  
Suspension  
Expulsion

Network restriction is an option that may be invoked for improper behavior regarding the technology systems at EagleRidge High School. Access will be restricted at the discretion of the Director and/or the Network Management. Severe infractions will be swiftly dealt with independently of the above consequences.

## **Standard Discipline Policy**

### ***General Policy Statement***

EagleRidge High School values individual responsibility, respect, and self-management. One of the clearest ways to demonstrate this is working within the boundaries of behavior set by the staff and student governance body at EagleRidge. EagleRidge High School will implement systems, which encourage students and their parents to support these values.

These policies have been written to inform all concerned what is expected of them. Our goal is to create an orderly, safe environment that is conducive to learning for all students. This goal requires open communication between parents and the school. To help foster open communication, we encourage you to contact staff or the Director.

### ***Establishing an Educational & Professional Environment***

Students and staff must follow the professional conduct guidelines. This effort also demands a fair, firm, and consistent application of consequences. Students who approach our unique environment in a mature and responsible manner enjoy maximum flexibility and responsibility. At EagleRidge High School, we believe in a Progressive Discipline philosophy. Consequences increase if the unacceptable behavior is repeated. With more minor offenses, serious consequences result only after verbal conferences and behavioral contracts have failed to correct the student's behavior.

### ***Consequences***

School and District reasons for suspension and expulsion supersede the consequences listed below. The School Director will determine the consequences appropriate for most inappropriate behavior. If the Director determines that expulsion from school may be justified, the student will be referred to the Klamath Falls School District for a disciplinary hearing. If a student is expelled from EagleRidge, the student will not be allowed to attend school in a Klamath Falls City School District High School during the term of the expulsion. Generally, the School Director will follow the following disciplinary schedule:

- First Offense – Warning issued by person observing the infraction. Student will be re-taught the appropriate behavior.
- Second Offense – Loss of technology, mobility and other privileges. Possible placement on activities non-privileged list. Referral to Director and documented in student file with parent involvement.
- Third Offense - Meeting with Director and mandatory parent involvement. Placement on activities non-privileged list. Possible suspension and documented in student file. Behavior contract put in place.
- Fourth Offense – Change in educational placement.

**These consequences are subject to movement from first offense to fourth offense depending on seriousness of the behavior.**

## ***Drug/Alcohol Possession and Consumption***

EagleRidge has a responsibility to its students, parents, employees and the public to insure safe educational conditions and a productive school environment unimpaired by chemical substance abuse. To satisfy these responsibilities, EagleRidge must provide an environment free from the effects of tobacco, drugs, alcohol, or other performance impairing substances.

EagleRidge prohibits the sale, use and possession of tobacco products by students using school facilities to include all buildings, grounds and vehicles for which the District has jurisdiction. This policy is in effect 24 hours per day and is meant to include all school activities whether on school grounds or not.

EagleRidge prohibits the sale, use and/or possession of alcoholic beverages by students, parents, and all other people using school facilities to include all buildings, grounds and vehicles for which the EagleRidge has jurisdiction. This policy is in effect 24 hours per day and is meant to include all school activities whether on school property or not. Possession of alcoholic beverages shall be defined as the acceptance or consumption of a container of alcoholic liquor, or any portion thereof or a drink of such liquor. This means a student may not consume alcoholic beverages at home while under a parent or guardian's jurisdiction, or otherwise, and then return to school property or school activities while a detectable level of said alcoholic beverage remains in the student's body.

EagleRidge prohibits the sale, use and/or possession of all controlled substances by students, parents, and other people using school facilities to include all buildings, grounds and vehicles for which the EagleRidge has jurisdiction. This policy is in effect 24 hours per day and is meant to include all school activities whether on school grounds or not. Students found in possession of any controlled substance and/or related drug paraphernalia will have such items confiscated and turned over to appropriate authorities. Possession of controlled substances, as it applies to students, shall be defined as the acceptance or ingestion by swallowing, inhaling, or injecting into a person's body a controlled substance. This means students may not accept controlled substances or ingest controlled substances and then return to school property or school activities while a detectable level of said substances remain in their body.

Parents or other visitors to the School or School activities in possession of, or under the influence of alcohol or controlled substances, will be excluded from the School or School activity.

Definitions: For the purpose of this policy, the following definition of terms is provided.

“Controlled substances” are identified in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15, as incorporated into Oregon law at ORS 475.005(6) and OAR 855-80-020. Controlled substances do not include medically authorized drugs in the possession of the person named on the prescription when that person is using the medication as prescribed.

“Medically authorized drugs” are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

“Under the influence” is defined as any detectable level of alcohol or drugs in blood or urine or any noticeable or perceptible impairment of a person’s mental or physical faculties.

EagleRidge has a stepped-up policy relating to any drug or alcohol possession and consumption. An offending student will not be allowed to participate in any teams, club activities, or field trips. Students will be held accountable during school hours and at school activities, both during and after school hours, both on and off campus. Mandatory placement on the non-privileged list will be enforced.

Seniors (12th graders): If tobacco, drug or alcohol consumption/possession occurs during the second semester of your senior year of school, in addition to other discipline, you will lose the privilege of crossing the stage at graduation. Serious injury to others, vandalism to the school or its property, inappropriate behavior and other actions may also result in the loss of this privilege. Crossing the stage is a privilege, not a right. If anything you do brings embarrassment to your school, this may also result in your not crossing the stage at graduation as determined by the Director. When you complete the graduation requirements set forth by the EagleRidge Board of Directors, you earn a diploma and not necessarily the right to cross the stage at graduation.

## ***Attendance Policy***

EagleRidge High School, like many professional organizations, values individual responsibility and self-management. Therefore, EagleRidge High School (EHS) will create an environment that encourages students and their parents to support these values. One of the clearest ways to demonstrate this is regular and punctual attendance.

We believe that parents should routinely monitor their student’s attendance. EagleRidge students are not allowed to clear their own absences or tardiness unless they are emancipated minor. Absences and tardies are reported on individual course progress reports available at the EagleRidge web page ([www.eagleridgehigh.com](http://www.eagleridgehigh.com)). Calls home will be made to the parents of absent students. Parents who have questions and/or concerns about their student’s attendance may call the office.

## ***Absences***

A student not in attendance and not participating in a school-related/sanctioned activity will be counted as absent. The State of Oregon considers the following to be the only excused absences: death in the immediate family, illnesses at home, doctor appointments, and serious injuries. EagleRidge High School also considers these to be the only excused absences. Absenteeism that is not prearranged at least two-days before a student is absent for any reason other than the aforementioned, shall be considered unexcused and makeup credit will not be awarded.

## ***Tardies***

Teachers will take roll at the beginning of the class period and attendance sheets will be sent to the attendance office after the first 15 minutes of class. Students who arrive within 15 minutes after the designated start time for class will be reported as tardy. Two tardies will be counted as one absence.

All tardies will affect the student’s work ethic grade. Work ethic and effort grade reflects the students’ ability to regularly turn in assignments that are complete, on time, and with appropriate effort. It is a classroom performance expectation that there will be meaningful classroom activity (e.g. a warm-up) at the beginning each class session (checking e-mail and other communications should take place after this activity) and there will be no make-up opportunity for these activities.

## ***Reporting Absences***

Parents shall call the office (541)850-9949 the morning of their student's absence, and a dated and signed note from home excusing the absence is required within five days of the occurrence.

For family trips, college visits, etc., students should complete a planned absence form at least a week before the scheduled absence. The parent, student, and all teachers must sign the planned absence form so that assignments may be given for the scheduled absence. Forms are available in the front office.

## ***Truancy***

Except when exempt by Oregon Law, all underage students who have not completed the 12th grade are required to attend school full time on a regular basis.

Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Violation is a Class C infraction and is punishable by a citation up to \$150.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577(1)(c). Failing to supervise a child is a Class A violation and punishable by a fine up to \$600.

Any absence from a scheduled class not authorized by the parent and the school is considered a period truancy. Students absent without authorization during all scheduled periods of any school day receive an all-day truant status.

The procedure for all-day truanancies will be as follows:

The 5th occurrence will be referred to the Counselor, a letter will be sent home to parents and the Student will be sent to the Director for counsel.

Subsequent occurrences will be referred to the Counselor and a second letter will be issued.

The parent/guardian of a student classified as a truant shall be notified of the following:

- The parent/guardian is obligated to compel the student to attend school.
- The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution.
- The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
- Alternative educational programs are available in the district.
- The student may be subject to restriction or delay of his/her driving privilege.
- It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

## ***Academic Integrity***

Plagiarism is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. As used here, it includes the act of "cheating," when a student obtains or assists others in obtaining credit for work that is not his/her own.

- Submitting another person's work as one's own.
- Presenting/including materials taken from sources, such as books, periodicals, newspaper, or the Internet without appropriate documentation.
- Downloading an essay, or part of an essay, from an Internet source and submitting it as one's own.

- Copying from another student's tests or helping another student during a test/providing or accepting information regarding specific test content.
- Copying another student's homework, test, quiz, book report, assignment, or take-home test.
- Allowing another student to copy a test, homework, quiz, project, book report, assignment, or take-home test
- Using programmable calculations in a manner not specified by the teacher.

### ***Consequences of Plagiarism and Other Acts of Academic Dishonesty***

First Offense during the student's tenure at EagleRidge:

- Mandatory zero credit will be given for educational product and student required to replace product with appropriate content.
- Immediate parent contact by the staff.
- Notification by teacher to counselor and Director.
- Additional community service hours or in-house suspension assigned by the Director.

Second Offense during the student's tenure at EagleRidge:

- Mandatory zero credit will be given for educational product
- Student given formal reprimand
- Recommendation for expulsion from school

### ***Conduct at School Activities***

Students are expected to exhibit proper behavior at all school sponsored activities. This includes no fighting, smoking, booing or heckling, throwing or dropping of refuse, loitering in the immediate area before or after an event, inappropriate signs, posters, gestures, postures, etc. All school rules and regulations apply at any school-sponsored activity, regardless of site.

## **HARASSMENT**

Harassment by a School employee or a student of a School employee, student, board member or third party will not be tolerated. Harassment by Board members or third parties not subject to School control of the School employee or a student is also prohibited. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in School business, such as employees of businesses or organizations participating in cooperative work programs with the School and others not directly subject to School control at athletic competitions or other school events. "School" includes School facilities, School premises and non School property if the person is at any School - sponsored, School approved, or School -related activity or function, such as field trips or athletic events where students are under the control of the School or where the person is engaged in School business.

### ***Harassment***

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age. Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, employees or other members of the School community. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Any student or employee who has knowledge of conduct in violation of this policy, or feels he/she is a victim of harassment, must immediately report his/her concerns to the School Director. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. If the complaint is about conduct of the School Director the concern should be reported immediately to any School Board member. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate School official, unless to do so would violate a communication protected by Oregon Statutes or Oregon Administrative Rules.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the School against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of harassment. The School will not tolerate an employee or a student retaliating against a complainant.

All complaints about behavior that may violate this policy shall be promptly investigated in accordance with the School's Harassment Complaint Procedure. If a violation is found to have occurred, appropriate corrective action will be taken by the School to stop the harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or harassment awareness training, as appropriate. Employees in violation of this policy shall be subject to discipline up to and including dismissal and/or additional harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the School.

The Director or his/her designee shall ensure appropriate periodic harassment training awareness or information is provided to all supervisors, staff and students

### ***Sexual Harassment***

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff; or,
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the complainant view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age, sex and conduct of the complainant; whether the alleged harasser was in a position of power over the person subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other

incidents of sexual harassment in the School involving the same or other students or staff.

## Infractions and Consequences

The following are guidelines for infractions and their subsequent consequences. These are by no means the final word, but merely serve as a guide for the students and their parents. Every infraction of the school rules will be dealt with on an individual basis.

<b>PROBLEM</b>	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCCURRENCE</b>
Unexcused Absence/Truancy	Minimum	See Attendance/Tardy Policy	Home Visits, Director Letter, Truancy Letters
	Maximum		Refer to Child Welfare refer to District Attorney
Leaving Campus Without Proper Authorization	Minimum	Informal/Formal Conference	In-House Supervision /Detention
	Maximum	Supervision/Detention	In-House Supervision /Detention
Arson	Minimum	Suspension/Restitution Contact Fire Marshal	Expulsion/Restitution
	Maximum	Expulsion/Restitution	
Fighting/Assault/Threat	Minimum	Loss of privilege, conference	Expulsion/Police Report
	Maximum	Expulsion/Police Report	
Drugs/Alcohol/Paraphernalia	Mandatory Subject to Director's review	5 Day suspension and/or Expulsion and Police Report Referral to Child Welfare	
Weapons/Injurious Objects Replica Firearm	Mandatory Subject to Director's review	Suspension and/or Expulsion and Police Report Referral to Child Welfare	
Deliberate False Fire Alarm	Mandatory Subject to Director's review	Suspension and Police Report Fire Marshal Contacted	Expulsion/Police Report
Explosive Devices/Bomb Threat	Mandatory Subject to Director's review	Suspension and/or Expulsion and Police Report	Expulsion/Police Report
Parking Violations	Minimum	Informal Conference	Formal Conference/Parking Citation
	Maximum	Parking Citation * All driving violations K.Falls Police Department	Change of placement
Driving Reckless on or around Campus	Minimum	In-House Supervision/Detention/ Informal/Formal Conference	Conference, loss of privilege
	Maximum	Suspension and Revoke Driving Privileges	

		*All driving violations subject to Police Department citations	
Profanity/Obscene Acts/ Immoral Acts/Verbal Abuse	Minimum	May include: Warnings, Detention, Privileges Revoked, Parent Conference, Community Service, Citation, etc.	In-House Supervision / Detention
	Maximum	Change of placement	Expulsion/Police Report
Forgery	Minimum	Informal/Formal Conference/Suspension	In-House Supervision / Detention
	Maximum	Supervision/Detention	Change of placement
Cheating on Test /or School Related Assignment/Plagiarism	Minimum	Informal/Formal conference/No Credit on Assignment	In-House Suspension / Detention
	Maximum	Detention	Change of placement
Gambling	Minimum	Informal conference/ In-House Supervision/ Detention	Formal Conference In-House Supervision/ Detention
	Maximum	Change of placement	Change of placement
Theft/Possession of Stolen Property/ Burglary	Minimum	Police Report, Restitution, Detention, Privileges Revoked, Parent Conference, etc.	Formal Conference Police Report
	Maximum	Restitution/Police Report Change of placement	Expulsion/Restitution / Police Report
Gang Behavior/Attire	Mandatory Subject to Director's review	Conference Change of placement	Formal Conference with Parent/Student Expulsion/Police Report
Smoking	1st Offense 2nd Offense 3rd Offense	1 Day In house detention 5 Day In house detention Expulsion	
Destruction of Property (School or personal)	Minimum	Formal Conference/Restitution/Police Report	In house detention / Restitution Police Report
	Maximum	Restitution/Police Report	Restitution/Expulsion/ Police Report
Harassment/Intimidation	Minimum	Warnings, Detention, Privileges Revoked, Parent Conference, Community Service	In house detention /Police Report
	Maximum	Expulsion/ Police Report	Expulsion/Police Report
Sexual Harassment	Minimum	Title IX Officer Notification Warnings, Detention, Privileges Revoked, Parent Conference, Community Service,	5 Day In house detention/Title IX/ Police Report
	Maximum	In house detention/ Expulsion/Police Report	Expulsion/ Title IX Police Report
Hate Crimes/Violence	Minimum		In house detention Formal Conference Police Report

	Maximum		Expulsion/Police Rept.
Battery on School Staff	Mandatory	Expulsion/Police Report	Expulsion/Police Report
Hazing	Minimum	Warnings, Detention, Privileges Revoked, Parent Conference, Community Service, In house detention	In house detention /Police Report
	Maximum	Police Report Suspension/Expulsion/ Police Report	Expulsion/Police Report

## **Teacher and Student Support Committee Mission and Vision**

Since EagleRidge High School opened its doors in 2007, faculty and staff have worked closely with parents to ensure the educational success of our students. The mission and vision of the Parent Support Team is to support and participate in the academic and social programs at the high school to create the best environment for our children’s education.

The TSSC will work to encourage communication between parents, teachers and administration; to promote parent involvement in the school; and to work cooperatively with the faculty and administration to strengthen the EagleRidge High School community.

The TSSC is governed by a set of by-laws and is led by the Executive Board comprised of a President, Vice-President, Secretary, Treasurer and a class representative from each grade level. This group meets on the first Thursday of the month from September through May at 7:00pm in Room 1 at EagleRidge. The TSSC also holds several functions during the year that are open to all interested parents.

## **Why Parent Participation is so valuable to EagleRidge?**

EagleRidge High School provides students a unique and powerful learning environment through the use of technology in a public school setting. This educational setting rivals that of the finest private schools requiring high tuitions. Part of the reason we are able to accomplish this comes from the willingness of the parents to donate time to the school. We are well aware of the required work hours of some parents and that meshing schedules may be very difficult. Whether you have some time to donate your particular talents and professions or even just time helping us evaluate presentations; your presence will always be greatly appreciated. Contact (phone, email or other) someone on staff directly or through your student and we will find a way to use whatever little time you can afford your child’s school. Thanks!

## **Examples of Participation (ask or offer alternatives!)**

### ***Daytime Opportunities***

- Classroom Assistance: be a panelist for student project presentations.
- Field Trips: chaperone and/or drive for field trips.
- Graduation Breakfast: takes place the morning of graduation day for seniors and their families.  
Help is needed with planning, decorating, serving, and/or cleaning up afterwards.
- Graduation Ceremony Set-Up: help plan and/or decorate and set-up for the graduation ceremony.  
Hospitality: The Holiday Luncheon, Staff Appreciation Luncheon and Awards Ceremony take place during the day. Help is needed with planning, set-up, providing food or drinks, and/or clean up.

### ***Evening Opportunities***

- Graduation Ceremony: help is needed to plan the decorations and help clean up after the graduation. Set-up takes place in the afternoon.
- Hospitality: Open Houses, Recruitment Nights, and Senior Projects take place in the evening.  
Help is needed with planning, set-up, providing food or drinks, and/or clean up.
- School Dance Chaperone: evening (possibly weekend evening) hours, about 4 dances per year.
- Senior Project Evaluator: evaluate Senior Projects in the month of May. All criteria will be provided.
- Day, Evening or Weekend Opportunities
- Cash-Back-to-the-School/No-Cost-to-You Committee: Two representatives from each class are needed for this committee to oversee the programs and run monthly promotional campaigns.
- Facilities Enhancement: This committee is in charge of projects to improve the school grounds or buildings, and to keep the landscaping aesthetically pleasing. Assist with development projects, landscaping projects, donation solicitation, and/or weeding or planting.
- Landscapers and Gardeners: This is a good committee for you.
- Fundraising Committees: what you choose to do on the committees will determine the time of day that you are needed.
- Gratitude Committee: is responsible for printing and distributing Certificates of Appreciation and thank you notes.
- Hospitality: help provide food for various school events (about 6 per year). Donations of refreshments will count towards volunteer hours.
- Phone Tree: calls can be made at your convenience.
- Seminar Committee: help to plan, promote and help during the seminars.

### ***Other Volunteer Opportunity Examples***

- registering a non-EagleRidge family in our Cash-Back-to-School/No-Cost-to-You programs.
- securing in-kind donations for fundraisers.
- selling a yet-to-be determined number of tickets to a fundraising event.
- sending food or drinks in for various events during the year.

## EagleRidge Committees

Committees are constantly changing and needing new people. Below is a short list of some of the committees we have that need more help. If you can think of another way to help our school with another committee, please do so.

**Scholarships** - Create and maintain Scholarships. Assist students with applying for scholarships.

**Grounds and Facilities** - Construction, maintenance and repair.

**Public Relations** - Work with local media to enhance our school image and notify media of EagleRidge events and updates.

**Community Services** - Develop a list of contacts of Community Services that can utilize our students as volunteers.

**Internship** - Develop and maintain a list of contacts for possible internships for students. Be the liaison for those businesses and students. Monitor student progress.

**Mentor** - Develop and maintain a list of contacts for student mentors and monitor the student/mentor relationships. Oversee background checks for mentors.

**Network/Technology Team** - Assist IT department with setting up classrooms and all computers. Assist with developing and maintaining school network.

**Image Creation** - Oversee student creation of signage, murals, logos for shirts and any other images (brand awareness for EagleRidge).

**Fundraising** - Plan and organize all activities related to raising funds for the school.

**Safe Schools Council** - Internal advisory committee to assist the Director with operations.

**School Activity Committee** - Plans and coordinates theme or holiday parties, summer events, and any other school activities.

**International Student Travel** - Plans travel abroad for qualifying students, may accompany travel.

**Teacher and Student Support** – (Similar to PTA/PTO) outside school organization that raises money for classrooms and daily activities.

**Extracurricular Activities and Sports** – We have a diverse student body whom are interested in just as many things. Ask around and find out what after-school type activities could use some parental support.