

# **SOUTH ALBANY HIGH SCHOOL**

Student and Family Handbook  
2017 – 2018

MISSION: South Albany High School believes in valuing diversity, empowering learning, and encouraging individual potential through the collaborative efforts of family, school, and community.



# WELCOME TO SOUTH ALBANY HIGH SCHOOL! IT'S A GREAT TIME TO BE A REBEL!

Dear Parents and Students:

These five words describe the experience you will have at South Albany High School as our entire staff strives together to help students reach their full potential:

**P**erseverance  
**R**espect  
**I**ntegrity  
**D**iscipline  
**E**xcellence

Students, you will have a blast at school assemblies, sporting events, activities, and with friends. You will be challenged in your classes and assisted when you ask for help. There will be times when you have doubts and are maybe even a little bit scared, and there will be times when you are absolutely ecstatic! There will be joyful times and sad times. There will be times when you have no homework and times when you have a mountain of work to do. You will make new friends, and you may lose some old friends. You will find your niche in the world as you explore all sorts of options in the courses you choose. ***This is what it is like to be a student at South Albany High School!***

We are one of the few schools in the area that still offers a full complement of vocational classes as well as challenging academic classes. You can choose from woods, metals, electronics, business, child development, and foods courses. You can mix these classes with your core academic classes (math, language arts, science, social studies, and health/PE) to create a schedule that is both fun and challenging. There is a variety of clubs to consider as well as a dozen different OSAA-sponsored athletic teams (Football, Soccer, Cross Country, Volleyball, Basketball, Wrestling, Swimming, Golf, Tennis, Baseball, Softball, and Track & Field). You will have a counselor as well as a PRIDE teacher who will help you make course selections and be great sources of information and inspiration. Our front office team is here to serve you and to answer any questions you may have. You can ALWAYS talk to a principal when you have questions.

This handbook is an attempt to give you a complete picture of the way we operate at South Albany. Please feel free to ask questions if you see something that you don't quite understand. Our intent with this handbook is to get as much of the commonly needed information into your hands as we can. We're VERY EXCITED to have you at South Albany and look forward to getting to know you and watch your success as a South Albany Rebel!

Sincerely,

Brent Belveal, Principal  
Julie Foster-Teeter, Assistant Principal  
Nate Muñoz, Assistant Principal  
Richard Shaw, Assistant Principal

Tony Matta, Athletic Coordinator  
Chad Angel, Dean of Students

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*The district shall promote nondiscrimination and an environment free of harassment based on an individual’s race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.*

## South Albany High School Bell Schedule

There are 5 slightly different schedules of the day with a class that rotates through the first 4 periods of the day. While it may seem a bit confusing at first look, it is really quite simple. All students have 7 classes in a 6 class hour daily schedule. Class length is 56 minutes, which educational research supports, and it provides a daily tutorial period for students to access their instructors for assistance.

NOTE: 0 Period meets each day, 6:48 – 7:33 AM

### South Albany High School Daily Bell Schedule

<b>Time</b>	<b>Activity</b>	<b>Grey Day</b>	<b>White Day</b>	<b>Early Release</b>	<b>Red Day</b>	<b>Pride Day</b>
7:00 – 7:51	0 Hour	0 Period	0 Period	0 Period	0 Period	0 Period
7:56 – 8:51	1 <sup>st</sup> Hour	Rover (7 <sup>th</sup> )	1 <sup>st</sup> Period	1 <sup>st</sup> Period	1 <sup>st</sup> Period	1 <sup>st</sup> Period
8:56 – 9:51	2 <sup>nd</sup> Hour	2 <sup>nd</sup> Period	Rover (7 <sup>th</sup> )	2 <sup>nd</sup> Period	2 <sup>nd</sup> Period	2 <sup>nd</sup> Period
9:51 – 10:00	Breakfast/Break	Breakfast/Break	Breakfast/Break	Breakfast/Break	Breakfast/Break	Breakfast/Break
10:05 – 11:00	3 <sup>rd</sup> Hour	3 <sup>rd</sup> Period	3 <sup>rd</sup> Period	3 <sup>rd</sup> Period	Rover (7 <sup>th</sup> )	3 <sup>rd</sup> Period
11:05 – 12:00	4 <sup>th</sup> Hour	4 <sup>th</sup> period	4 <sup>th</sup> period	4 <sup>th</sup> period	4 <sup>th</sup> period	Rover (7 <sup>th</sup> )
12:05-12:30	Tutorial/Ext. Lunch	Tutorial or Ext. Lunch	Tutorial or Ext. Lunch	PRIDE	Tutorial or Ext. Lunch	Tutorial or Ext. Lunch
12:30-1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:05-2:00	5 <sup>th</sup> Hour	5 <sup>th</sup> Period	5 <sup>th</sup> Period	5 <sup>th</sup> Period	5 <sup>th</sup> Period	FLEX
2:05-3:00	6 <sup>th</sup> Hour	6 <sup>th</sup> Period	6 <sup>th</sup> Period	Early Release	6 <sup>th</sup> Period	6 <sup>th</sup> Period

# I. ADMINISTRATION AND STAFF HELP DIRECTORY

## Administration

Brent Belveal .....	Principal
<i>School Policy and Planning, Budget, Facilities, Technology, Transfers, School Partnerships &amp; Relations, School Communications, Athletics, Activities, &amp; Clubs, Student Government &amp; Leadership, Professional Learning Communities, Professional Development, and Observation and Evaluation</i>	
Julie Foster-Teeter.....	Assistant Principal
<i>Master Schedule, Credit Recovery, Tutorial, Instructional Improvement, Discipline/Attendance-grades 11-12</i>	
Nate Muñoz.....	Assistant Principal
<i>..... Community Outreach, Instructional Improvement, Discipline/Attendance-grade 9</i>	
Richard Shaw .....	Assistant Principal/ Athletic Principal
<i>Instructional Improvement, State Testing Coordinator, Athletics Oversight, Discipline/Attendance-grade 10</i>	
Tony Matta.....	Athletic Coordinator
<i>Athletic Department Operations, Game Management, Scheduling, School Calendar</i>	
Chad Angel.....	Dean of Students and AVID Coordinator
<i>AVID, Attendance, Discipline, Supervision</i>	

## Athletics

Tony Matta.....	Athletic Coordinator
Richard Shaw .....	Athletic Principal
Brad Boylan .....	Athletic Trainer
Taylor Schroeder.....	Athletic Trainer

## Counselors (541-967-4533)

Jason Platt (F – Martin)

Bryce Bennett (A-E & Department Chairperson)

Jill Baker (Martinez-R)

Clair Smith (S – Z)

## Attendance/Student Discipline/Academic Tutorial

Courtney Schamp.....	(541-967-4529) Administrative Support
Laura Mlsna.....	(541-967-4531) Attendance Secretary
Tim Matuszak.....	(541-967-4522) Assistant Dean of Students and Tutorial Support
Melissa Tomaz.....	(541-967-4522) Behavior Specialist/Supervision

## SAHS Teaching Staff

Allison, James .....	Spanish
Andrew, Isaac.....	Director of Bands
Angel, Kelle .....	Department Chair/Leadership/Social Studies/Head Volleyball Coach
Badger, Brian.....	Special Programs
Bailey, Melinda .....	Mathematics
Bartlett, Branson.....	Art
Braman, Melissa.....	Speech Therapist
Carrillo, Melissa.....	ELD/Dual Language/Spanish
Cronkrite, Kelli.....	Special Programs
DeYoung, Brett.....	Director of Choirs
Dilbone, Lisa.....	Physical Education/Department Chair
Donaldson, Tami.....	Mathematics
Farver, Trisha .....	Language Arts/Annual/Journalism/Newspaper
Foltz, Crystal.....	Language Arts, Freshman Success, Study Skills, Elementary Mentor
Garrow, Holly.....	Science
GaVette, Amanda.....	Physical Education/ Dance/AVID Coordinator
GaVette, Justin.....	Social Studies/Co-Head Track Coach
Gisler, Katie.....	Language Arts/Department Chair

Gold, Brian.....Language Arts  
 Gray, Matthew ..... Special Programs/Department Chair  
 Hannigan, John..... Spanish/World Languages Department Chair  
 Henkel, Jason..... Physical Education/Health  
 Hilkey, Brian ..... Mathematics/Department Chair  
 Hummer, Steve.....Social Studies/Head Softball  
 Johnson, Brandon..... Social Studies/Debate  
 Jones, Kathleen.....Science  
 Jones, Suzanne..... Science  
 Keefer, Phillip.....Language Arts  
 Kidd, Brad.....Physical Education/Health/Head Baseball Coach  
 Koberstein, Kenny.....Language Arts  
 Leahy, Patrick..... Language Arts/Speech and Debate  
 Leeper, James.....Military and Leadership Academy  
 Lindsay, Deborah..... German  
 Lipke, Elyse..... Mathematics  
 Lorain, Tammy..... Science  
 Louber, Jeff.....Science/Physical Education/Co-Head Track Coach  
 Lovejoy, Dana.....Mathematics  
 Maier, Joanne..... Special Programs  
 Marceau, Capi.....Chemistry  
 Mayhue, Steven.....Mathematics  
 Mehlhoff, Hillary.....Family and Consumer Studies  
 Miles, Amanda..... Language Arts/Digital Arts  
 Neuhaus, Chava..... Woods  
 Neuschwander, Nate ..... Social Studies/Head Boys Basketball/Head Golf  
 Newton, Denee..... Language Arts  
 Palmer-McGowan, Chelsea.....Language Arts  
 Peterson, Andrew.....Small Engines/Health/PE/Head Wrestling Coach  
 Pierce, Vanessa..... Mathematics  
 Reimer, Melissa.....Language Arts  
 Reinhart, Tod..... Library/Media/Credit Recovery  
 Roderick, Kaylee.....Mathematics  
 Schneiter, Hans.....Science/Horticultural/Head Boys Soccer  
 Sell, Ben.....Drama and Theatre/ AVID TOSA  
 Smith, Justin.....Health/PE/ Head Boys Basketball Coach  
 Smith, LaDonne.....Structured Support Program  
 Spencer, Angela.....Language Arts/AVID/AVID Coordinator  
 Stovall, Melanie ..... Special Programs  
 Streng, Carla .....Science/Department Chair  
 Swearinger, Scott .....Culinary Arts  
 Thibert, Jennifer.....AVID/Health/PRIDE  
 Tierney, Kelly.....Special Programs  
 VanCauteren, Chris ..... PRIDE/IGNITE/Social Studies/Head Cross Country Coach  
 Vandermeer, Tony.. Social Studies/Freshman Success/Elem Mentor/Head Boys Soccer Coach  
 Vasquez, Juan.....ELD/Spanish  
 Webb, David..... Special Programs  
 West, Matt .....Vocational Education/Construction/Metals  
 Winn, Andy ..... Leadership/Social Studies/Head Boys Tennis Coach  
 Younger, David.....Physical Education/Heath/Head Football Coach

## **Support Staff**

Beechert, Robin.....Head Swim Coach  
Bethards, Pam.....Transitions Specialist  
Boylan, Brad.....Athletic Trainer  
Grady, Sarah.....Clerical Specialist/School Accounts  
Chipman, Robin.....Registrar  
Davalos, Josh.....Spanish Community Liaison  
Dodson, Pam.....Production Center  
Duran, Robert.....Personal Care Assistant  
Evans, Christy.....Personal Care Assistant  
Fraizer, Amy.....State Testing Supervision Secretary/Athletic Support Secretary  
Graham, Sharon.....Personal Care Assistant  
Gulemi, Katie.....Girls Golf Head Coach  
Kennedy, Karen.....Office Manager  
Kleinle, Linda.....Personal Care Assistant  
Lindberg, Leisa.....Personal Care Assistant  
Luckman, Chris.....Supported Educational Assistant  
Matuszak, Tim.....Assistant Dean of Students/Tutorial/Webmaster  
Mercado, Grey.....Supported Educational Assistant/Interpreter  
Mintken, Mary.....Personal Care Assistant  
Mlsna, Laura.....Attendance Secretary  
Neal, Brandon.....Career Center Support  
Nunnery, Thomas.....Supported Educational Assistant  
Otto, Nathan.....Technology Coordinator  
Ridders, Jennifer (Jenny).....Special Education Secretary  
Rimer, Bobbie.....Front Office Receptionist  
Rogers, Staci.....Head Girls Soccer Coach  
Schamp, Courtney.....Attendance/Discipline/Athletic Secretary/Head Cheer Coach  
Sparks, Vickie.....Clerical Specialist/Counseling Secretary  
Stanfield, Spencer.....Boys Golf Head Coach  
Stephens, William (Bill).....Special Education Assistant  
Stovall, Sharon.....Supported Educational Assistant  
Swensen, Michelle.....Clerical Specialist/Library  
Tomaz, Melissa.....Behavior Specialist  
Valenzuela, Carla.....Supported Educational Assistant/Interpreter  
Warner, Nayreth.....Supported Educational Assistant/Interpreter  
Warner, Sharon.....Supported Educational Assistant  
Zoellner, Rose.....Rebels Rising Coordinator

## **Custodial Staff**

Belcastro, Kelli.....Head Custodian  
Custodians: Legorreta, Michael Kleyn, Yelena

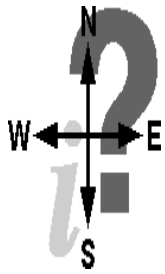
## **Food Service**

Robinson, Laurie.....Food Service Managers  
Food Service Assistants: Carlson, Kristy Darling, Eyvonne Fitzwater, Kelsey  
Hayes, Joanne Longton, Mellissa Mosely, Lynette Putnam, Dena  
Rogers, Lynn

## Help Directory

Activities .....	Brent Belveal, Tony Matta
Advanced Placement Program .....	Julie Foster-Teeter
Annual .....	Trish Farver
Athletics: Scheduling/Grounds and Facilities .....	Tony Matta
Athletics .....	Tony Matta/Brent Belveal
Attendance .....	Chad Angel/Julie Foster-Teeter
Attendance Policy and Waivers .....	Julie Foster-Teeter/Brent Belveal
Band .....	Isaac Andrew
Bilingual Education/ELD .....	Juan Vasquez/Andy Winn
Booster Club .....	Scott Wehrman (President)
Budget .....	Brent Belveal
Campus Supervision Coordinator .....	Brent Belveal
Career & Employment Center .....	Rose Zoellner
Child Development, Cadet Teaching.....	Hillary Mehlhoff
Class of 2018 Advisor.....	Andy Winn
Class of 2019 Advisor.....	Clair Smith
Class of 2020 Advisor.....	Andy Winn
Class of 2021 Advisor .....	
Clubs .....	See Activities/Club Section
Coaches .....	See Activities/Inter-School Athletics Section
Computer Technology .....	Brent Belveal
Daily Operation of School .....	Brent Belveal
Discipline .....	9 – Nate Muñoz, 10 - Richard Shaw, 11 and 12 - Julie Foster-Teeter
Drama.....	Ben Sell
Elementary Mentor.....	Tony VanDermeer/Crystal Foltz
Facility Use – General.....	Tony Matta
FACT.....	Rich Guzman
Forensic (Speech & Debate).....	Patrick Leahy/Brandon Johnson
Fund Raisers .....	Tony Matta/Brent Belveal
Graduation Ceremony Information.....	Robin Chipman
Honor Society .....	Brandon Johnson
Immunization Records .....	Robin Chipman
Independent Study.....	Julie Foster-Teeter
Leadership.....	Kelle Angel/Andy Winn
Off-Campus Credits .....	Julie Foster-Teeter
Parent Conferences.....	Brent Belveal
Parent Communications.....	Brent Belveal/Karen Kennedy
Parking, Student/Vehicle Registration.....	Julie Foster-Teeter
Credit Recovery Options.....	Julie Foster-Teeter/Counselors
Registrar .....	Robin Chipman
Scheduling, Student/MasterSchedule .....	Brent Belveal/Julie Foster-Teeter/Bryce Bennett
School/Community Relations .....	Brent Belveal
Sentry/Student Newspaper .....	Trisha Farver
Site Council Chairperson .....	Deborah Lindsay
Special Education/504 Coordinator.....	Brent Belveal/Counselors
TAG Program. ....	Clair Smith/Julie Foster-Teeter
Technology Coordinator.....	Brent Belveal
Transfers, In-District/Inter-District .....	Brent Belveal
Tutorial.....	Tim Matuszak/Courtney Schamp/Julie Foster-Teeter
Volunteer Coordinator.....	Karen Kennedy
Webmaster.....	Tim Matuszak





## ***What you should do if you.....***

**.....are absent?** Have your parent/guardian call the Attendance Line (541-967-4531) between 7:00 a.m –4:00 p.m. the day of your absence. Provide parent/guardian note or have parent call Mrs. Mlsna to pre-arrange future absences. **MUST BE** within 3 days of absence by law.

**.....are late to school or need to leave early due to illness or a doctor appointment?** See Mrs. Mlsna in Main Office “Attendance” Desk.

**.....are less than 10 minutes late to class during the day?** Go directly to class, realizing that there are consequences for tardiness, including lunch detention and Saturday Success Academy.

**.....are more than 10 minutes late to class during the day?** Check in at the office, realizing there may be consequences if the tardy or absence is not excused.

**.....need lunch program information?** Please go to the front counter in the Main Office and see Mrs. Rimer.

**.....have a locker problem?** See Mrs. Rimer in the Main Office or a custodian.

**.....want a parking permit to drive to school?** See Mrs. Rimer in the Main Office.

**.....have lost or need a new student body card?** Please go to the Counseling Office and see Mrs. Sparks.

**.....feel ill?** Go to the attendance office to call home.

**.....need to report a theft?** Go to the Administrative Office and see who is available--your Asst. Principal, Dean of Students, or School Resource Officer.

**.....have a problem with a student?** See your counselor, your Asst. Principal, or the School Resource Officer.

**.....have a campus behavior issue?** See your Asst. Principal, Dean of Students, or Counselor.

**.....need information or advice on your class schedule?** Make an appointment in the Counseling Office to see your Counselor.

**.....need academic, personal or career advice?** Make an appointment to see your Counselor.

**.....need a transcript?** See Mrs. Chipman in the Main Office (back desk).

**.....need help with Pinnacle?** See Mrs. Chipman in the Main Office (back desk).

**.....need information on colleges or scholarships?** See Mrs. Zoellner in the Career Center.

**.....want to buy “Rebel Gear?”** Come to the Main Office or see a Booster Club member at a football game for items.

## REBEL PRIDE

### South Albany High School: Expectations for Student Behavior – PRIDE!

At South Albany High School we believe that the behavioral choices students make impact the amount of success they experience. During winter trimester of 2007, students began the “Clean It Up” campaign to make South Albany High School a place where people want to be. As a staff, we continued the students’ idea and vision and developed the “Rebel Pride Matrix.” The matrix provides clear actions to create a school in which we can all be proud.

The matrix was created using the words the students chose for the “Clean It Up” week: Perseverance, Respect, Integrity, Discipline and Excellence. A general sentence was written to explain what each word would look like when carried out through behaviors. In order to give everyone a better understanding of how to demonstrate the “PRIDE” words, specific examples were given for the three most common situations in which students find themselves.

When all students, faculty and staff demonstrate these “Rebel PRIDE” traits, South Albany High School will be an amazing place for everyone. Let’s go out there and show the world our **REBEL PRIDE!**



# Rebel PRIDE

– creating a school we can be proud of.

	I will ...	In the <b>classroom</b> , I will...
<b>Perseverance</b>	<ul style="list-style-type: none"> <li>• never give up, and I will overcome obstacles.</li> </ul>	<ul style="list-style-type: none"> <li>• be actively engaged.</li> <li>• ask for help.</li> <li>• be willing to learn from my mistakes.</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• value myself and others.</li> </ul>	<ul style="list-style-type: none"> <li>• use appropriate language.</li> <li>• interact appropriately with authority and peers.</li> <li>• appreciate others, their space and property.</li> <li>• be open to learn from all people and cultures.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• practice honesty, dignity, and courage.</li> </ul>	<ul style="list-style-type: none"> <li>• follow classroom rules.</li> <li>• do my own work.</li> <li>• tell the truth.</li> </ul>
<b>Discipline</b>	<ul style="list-style-type: none"> <li>• do what is right even when no one is looking (self-discipline).</li> </ul>	<ul style="list-style-type: none"> <li>• be on time and be prepared.</li> <li>• accept results of my actions.</li> <li>• finish my work and turn it in on time.</li> <li>• stay in control of my words and actions.</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• encourage myself and others to succeed.</li> </ul>	<ul style="list-style-type: none"> <li>• do my best.</li> <li>• strive to improve constantly.</li> <li>• recognize and celebrate successes.</li> </ul>

# Rebel PRIDE

Here is what it looks like at our school:

On campus, I will...	During school activities, I will...
<ul style="list-style-type: none"> <li>• be patient.</li> <li>• be kind.</li> <li>• help others.</li> </ul>	<ul style="list-style-type: none"> <li>• be involved.</li> <li>• attend events.</li> <li>• have fun.</li> <li>• be positive.</li> </ul>
<ul style="list-style-type: none"> <li>• be courteous.</li> <li>• move to the side to talk.</li> <li>• enter and exit the correct door.</li> <li>• use non-offensive language.</li> <li>• really hear what people are saying.</li> </ul>	<ul style="list-style-type: none"> <li>• support the participants and their efforts.</li> <li>• limit side conversations.</li> <li>• use appropriate language and supportive cheers.</li> </ul>
<ul style="list-style-type: none"> <li>• be willing to apologize.</li> <li>• be forgiving.</li> <li>• avoid assumptions about others.</li> <li>• welcome new people.</li> </ul>	<ul style="list-style-type: none"> <li>• act with class.</li> <li>• treat all people with respect and courtesy.</li> </ul>
<ul style="list-style-type: none"> <li>• do the right thing.</li> <li>• limit PDA (public displays of affection).</li> <li>• get to know others as people - not stereotypes.</li> </ul>	<ul style="list-style-type: none"> <li>• play by the rules.</li> <li>• deal peacefully with anger and disagreements.</li> <li>• focus on the event.</li> </ul>
<ul style="list-style-type: none"> <li>• leave it cleaner than I found it.</li> <li>• build a good reputation.</li> <li>• look for opportunities to connect with others.</li> </ul>	<ul style="list-style-type: none"> <li>• positively represent myself, my school and my community.</li> <li>• demonstrate <b>REBEL PRIDE!</b></li> </ul>

### III. ACADEMICS

#### Instructional Program

To meet the needs and interests of all students, we offer a wide range of classes. Our course catalog gives a complete description of each course provided. With the help of each student's counselor, teachers, and parents, students will develop an educational plan that will meet his/her goals.

Each student's education plan should prepare him/her to be prepared for one of the following:

1. Enter college to receive additional educational training,
2. Enter a vocational training program at the conclusion of his/her 4 year high school education, or
3. Enter the job market at the conclusion of his/her 4 year high school education.

Graduation requirements include the following components:

1. Satisfactory attendance, and
2. Earn 24 credits (.50 credits per credited class, per semester) during your 4 years of school, and
3. Meet state requirements relating to "Essential Skills" as demonstrated through:
  - A. Meet on Smarter Balanced Test in Reading or complete state approved reading essential skills samples
  - B. Meet on Smarter Balanced Test in Writing or complete state approved writing essential skills samples
  - C. Meet on Smarter Balanced Test in Math or complete state approved math essential skills samples
  - D. Complete three years of mathematics at or above the Algebra 1 level (no course below Algebra 1 counts for one of the three math credits required for graduation) -- Option Examples: Algebra I, Geometry, Integrated Algebra, Financial Algebra, Probability and Statistics, Algebra II, Pre Calculus
  - E. Complete required Science courses and attempt to meet/exceed on the OAKS Test in Science
  - F. Demonstrate understanding and application of Career Related Learning Standards



#### Credit Requirements:

English	4 credits
Social Studies	3 credits
Mathematics (Algebra I and above)	3 credits
Science	3 credits
Health	1 credit
Physical Education	1 credit
Applied Arts, Fine Arts or Second Language	3 credits
Career-Related and Essential Skills Requirements	½ credit
Electives	5 ½ credits

**Total** **24 credits**

**LBCC Courses:** One opportunity that SAHS students may wish to consider is taking Linn Benton Community College classes concurrently with SAHS classes. This plan **MUST** be pre-approved by the student's counselor. LBCC credits transfer onto the high school transcript as ½ to 1 credit, depending on course taken. Please contact your counselor if you have questions about our credit requirements.

#### Class Scheduling

Each spring students choose their courses for the upcoming year through a VERY important process called FORECASTING. It is very important students are accurate and take this process very seriously as staffing and course offerings are determined by utilizing this student request process.

The first semester schedule is available to students during registration in August. Any corrections to fall schedules **MUST** be made through the counseling office **during fall registration**. Second semester schedules are created after the start of the school year and may not be fully complete prior to fall registration.

Schedule changes are approved only after consulting with the counseling office, teacher and parents. Changes after the second week of classes are permitted only after a recommendation by teacher, counselor, parent, and administrator. If changes are made after the second week, students will receive a failing grade for the class dropped unless the change is specifically approved through an administrator and only for special circumstances.

### **S.A.H.S. Class Scheduling Guidelines**

- All Freshmen and Sophomores must be enrolled in seven credited classes each semester. Freshmen/Sophomores are not eligible to be in the Co-Op Work Program.
- Juniors must be enrolled in a minimum of seven credited classes. There are options available for Juniors to consider off-campus credit in Co-Op Work programs, internships, and LBCC classes.
- Seniors are enrolled in a minimum of six credited classes. They are encouraged to participate in a full day of educational opportunities that may include additional off-campus credit in work experience, internships, and LBCC classes.
- **Athletes** must be enrolled in a minimum of 2.5 graded classes at SAHS in order to be eligible to compete.
- Students who become credit deficient are not allowed open periods or extended lunch. Students who are credit deficient are also required to attend regular Tutorial.
- Students who are credit deficient may be enrolled in OdysseyWare, an on-line credit recovery program, or required to re-take classes that have been failed, depending on schedule and class requirements.

### **Field Trips**

***Field Trips are a great opportunity to extend learning for students. We know, though, that students must be in good standing in order to ensure that the field trip experience is a positive one. To make sure that students are successful during a field trip, we have the following policy:***

Students requesting attendance to school-sponsored field trips will be required to complete a form to determine if students are passing all of their classes.

Students who are not passing all of their classes may be denied the opportunity to attend the field trip.

For extended field trips, including those that involve fund raising, or field trips that are required for a course, students will be required to complete an extended field trip process. Funds raised for an extended trip will be used for the trip expenses regardless if the student is able to attend.

If a student is not passing, he/she may be denied the opportunity to attend and given an alternative assignment. Therefore, it is recommended that students check with their teachers in advance of committing to extended field trips if grades are a concern, especially in the case where fund raising is required.

## South Albany High School Late Work Cut-Off Policy

In an ongoing effort to help students develop effective time management, a skill necessary for success in all endeavors throughout life, South Albany has a school-wide late work cut-off policy.

As we work with our local business and industry, several concerns have been expressed, particularly related to young employees. These include:

- Being late to work;
- Being absent from work;
- Not working well or communicating well with others on the job;
- Not completing routine required tasks required by the job.

Our local businesses report these as the most common reasons for employees to lose their job. We believe it is important to find every opportunity to help our students learn life lessons as part of their educational experience to avoid future hurdles to success.

**Unless it is specifically identified as a different policy on a class syllabus, the following policy will be used in all classes at South Albany High School.** *The typical exceptions would be courses that carry college credit or advanced placement courses that may have a more strict late work policy (AP English, Writing 121, AP History, etc.).*

1. Late work (any work turned in after the assigned due date) satisfactorily completed will receive up to 70% of the value of the assignment until the “*Cut Off Date*” identified in the school calendar. (Exception: Medically excused absences that have been cleared through an administrator, and documented extended absences that have been excused through an administrator.)
2. During each 6-week segment of the year, “*Grade Dates*” are identified.
3. Students have 1 week after that “*Grade Date*” to turn in any work that was due during that previous 5 to 6 week time-period up to the “*Grade Date*.”
4. At the end of that one-week grace period in which students may turn in their late work, grades are “*Cut Off*” for that 6 weeks, and a 6-week grade will be determined. This grade will be noted in teachers’ grade book (Pinnacle), and a 6-week progress report will be distributed to students through their PRIDE teacher.
5. Late work from the previous 6-weeks may not be turned in for credit after the Cut-Off Date.
6. Teachers may communicate with students the opportunity to extend time for particularly large assignments.
7. If needed, a review committee will determine if a student’s circumstances merited additional time or full credit for specific assignments and/or specific times. (*Typically this would be a medical situation but could include other circumstances.*)

### **Cut Off Dates for Late Work:**

1<sup>st</sup> Semester: October 27, December 2, January 25; 2<sup>nd</sup> semester: March 10, April 28, June 13

1<sup>st</sup> Semester Grades: Parent Conferences (November 3-4), December 9, Semester Grades mailed home approximately February 3

2<sup>nd</sup> Semester Grades: March 17, May 5, Semester Grades mailed home approximately June 20

## Academic Honesty

Students must ensure that all work is their own. Copying more than five words in a row from any source without quotation marks and/or paraphrasing without citing source is plagiarism (cheating). Copying from another student without express teacher permission is also cheating.

## Criteria for Selecting “Valedictorian” and “Salutatorian”

By definition, the valedictorian is considered to be the outstanding student in the class. The following criteria are used to ensure that the South Albany High School valedictorian(s) has achieved high academic standards and has demonstrated exemplary citizenship and is, indeed, the outstanding student in the graduation class.

In order to be designated a valedictorian or a salutatorian at South Albany High School, a student must meet the following criteria:

1. The student must “Exceed” on State tests in Math, Reading and Science and meet in Writing.
2. The student must have the highest (valedictorian) or second highest (salutatorian) **weighted** grade point average computed for all four years of high school. The weighted average is computed utilizing a matrix of credits available.
3. The student must have taken at least five semester classes per term.
4. The student must have attended South Albany High School for their entire senior year.
5. The student will have behaved in a manner consistent with Greater Albany Public School’s Character Education traits:
  - a. The student will have no violations of the South Albany High School cheating policy at or above the Second Offense Level of consequences.
  - b. The student will have no major violations of the student conduct code that result in a suspension of five or more days.
  - c. The student will be in good standing in the community and at South Albany High School relative to any legal action or disciplinary processes.
6. A student may appeal to the Site Council, or a committee designated by the Site Council, requesting exception from any of the criteria listed above. This ruling shall be final.

A salutatorian may be designated only if there is a valedictorian.

Grade point average will be determined using a weighted grading system. Designated courses will have grade values of 5 for an “A”, 4 for a “B”, 3 for a “C”, 2 for a “D”, and 1 for an “F”. All other courses will use the traditional 4-3-2-1-0 point values. In order to be designated a “weighted” course, the course must meet one or more of the following criteria:

1. It is an Advanced Placement course or similar to Advanced Placement courses. It will have a curriculum designated by a national or state organization and have a clearly defined evaluation process in which the student has the opportunity to participate.
2. The students in the class have the opportunity to receive state or national certification as a result of completing the class.
3. The course is taken at a university, college, or community college and offers advanced material extending that of classes offered at South Albany High School.
4. Departments will submit to, and may defend before the Site Council, the classes which meet the criteria that the department wants to have designated as weighted.

## Graduating with Highest Honors

This honor is reserved for students who have met the requirements of a valedictorian/salutatorian except these student may meet in the required State tests. They must have earned a grade point average of 4.00 or have a weighted 4.0 GPA. These diplomas will be designated as “graduating with highest honors,” and these students receive special recognition and will be honored at graduation.



## Academic Hall of Fame

Students inducted into the Academic Hall of Fame include the valedictorian, salutatorian and students with highest honors. In addition, students who receive a 5 on an AP Exam will be inducted into the Academic Hall of Fame. These students must also meet all character education traits and meet all State graduation requirements.



## Honors Diplomas

Students in grades nine through twelve must earn 24 credits and complete the following requirements to earn an honors diploma. Listed below are the specific course requirements for graduation with an honors diploma:

	<b>Credits</b>
Mathematics	3--Minimum of Algebra 2 required
English	4--One AP or college-prep course required
Science	3—AP level courses encouraged
Social Sciences	3—AP level courses encouraged
Applied Arts, Fine Arts, or Second Language	3 –Two years of a second language required
Health	1
Physical Education	1
Career Related and Essential Skills Requirements	½
Electives	5 ½

### Additional Requirements for an Honors Diploma

In addition to meeting all of the standard diploma requirements listed above, an Honors Diploma will be awarded to students who meet the following additional Honors Diploma requirements:

- English: at least one credit in an advanced placement or college-prep level course;
- Mathematics: at least one credit at or above Algebra 2;
- An advanced placement course or the fourth year of a second language;
- Second Language: at least two credits;
- Meet or Exceed State Tests (Reading, Math, Science, Writing);
- Satisfactory completion of a college application, as part of the Personal Education Plan; and
- Cumulative Grade Point Average of at least 3.5, effective with the Class of 2012.

### Homework Requests

The most efficient way to obtain homework is to email the instructor directly. Current email address for all staff:

first name.last name@albany.k12.or.us or go to SAHS web page and click on the teacher's name.

Homework requests in extenuating circumstances may be made through the attendance office. In these situations, we will attempt to have homework available by 3:00 p.m. the following day.

Students who wish to request homework for pre-arranged absences must meet with teachers in advance and then turn in the parent pre-arranged note to attendance.

### Incomplete Finals

Final Exams are given at the end of each semester of class. We expect all students to be in attendance and take the finals as given. If there is a valid reason for missing the final exam, students must clear this absence with teacher(s) and administrator and complete the necessary paperwork (available in front office) to document the plan of action prior to being absent. We do understand that emergencies happen, and we will work with parents and students. When this happens, it is still necessary to clear the absence with an administrator to be allowed to take the final at a later date.

### Report Cards

Our school year is divided into two 18-week semesters. Six-week progress reports will be available in PRIDE period and on the Pinnacle Internet Viewer. As part of our homework policy, we create progress grades to students each six weeks. Final report cards are mailed home and on the Pinnacle Internet Viewer at the end of each semester when student



grades are recorded in permanent records. If you have questions or need help accessing grades, please contact Robin Chipman.

### **Pinnacle Internet Viewer**

Pinnacle Internet Viewer is an application to allow you to view student grades and attendance on-line. By using student's ID number and the password assigned by the school district, you will be able to view student's current information as well as information from previous marking periods. You may log in directly from our SAHS web page. Please contact Mrs. Chipman (541-967-4522) if you have any questions. Please make sure you sign up at registration with your email account for automatic updates and notifications – most parents and students find this very valuable.

**NOTE:** Policy asks teachers to update grades regularly. Most teachers update grades weekly, but in the case of large projects or extended writing assignments, it may take longer before actual grades are entered.

Please communicate with the teacher if you have questions about a particular assignment or grade. Generally, it is not reasonable for staff to respond to more than one email message per week or email messages with multiple requests. In those cases, we encourage telephone or in person contacts.

Your student's counselor or administrator is also a great point of contact for setting up systems of support and communication for success.

### **South Albany High School Pinnacle Grading Codes**

In an effort to ensure that all parents and students are aware of the codes that are used in Pinnacle, the following key describes these codes and the outcomes from these codes being input into the Pinnacle grading program.

**Blank** Student assignment has not been graded by the teacher (Note: Assignment may not have been turned in to the teacher, but until all students' assignments are graded, the teacher may not update the blank to a Z (see below), so please continue to monitor a blank assignment). A blank grade does not negatively affect a student's overall grade, but it does show up as a missing assignment.

**X** Student assignment is excused and does not affect student's overall grade. An X assignment will not show up as a missing assignment.

**R** Student assignment has been received but not graded. Assignment does not affect overall grade and will not show up as a missing assignment.

**Z** Student assignment was not turned in. Assignment counts as a zero grade and negatively affects student's grade. A Z assignment will show up as a missing assignment.

**I** Student has not passed a unit/proficiency test with a 60% or better and needs to retake it. Passing the tests is a requirement for passing the class.

**0** Student earned zero points for the assignment (Note: A 0 may be earned for 0 points earned or for not turning in an assignment that may not be turned in late.) A 0 negatively affects a student's grade but does not show up as a missing assignment.

### **Tutorial**

Students are assigned Tutorial for academic support in their current courses as well as to complete credit recovery. Students are required to attend Tutorial until they are in good academic standing. Attendance is taken in this class. Students and parents are encouraged to see Mr. Matuszak, Mrs. Schamp or Mrs.

Foster-Teeter when they need to make adjustments to their Tutorial assignment or if they have questions.

### Extended Lunch

Students who are in good academic standing may earn the privilege of Extended Lunch. Extended Lunch allows students to each lunch early, study and get extra help from teachers, and with the appropriate passes and permission leave campus during the combined hour of Tutorial and Lunch.

### Achievement Policy

Our courses of study are designed to meet a broad range of individual education needs. With the advice of counselors, teachers, and parents, students choose courses at an appropriate level of difficulty, providing both challenge and the expectation of academic success.

Students who show a lack of academic achievement will be offered assistance and encouragement in a variety of ways from teachers, counselors, and others. Students are given ample opportunity to show improvement (Tutorial Period, FLEX Period, Before/After School, Saturday Success Academy, Academic Success Monday, as examples). Parents are strongly encouraged to be in email contact with instructors and to communicate with the students' counselor when there are questions or concerns about academic progress or student achievement. COMMUNICATION IS VITAL!!!

Lack of progress, caused by lack of effort, may result in disciplinary action. Once the school has exhausted the available options in our building to help students be successful, we will consider alternative placement or other options that might help individual students succeed. ***Our goal is to find a way for every student to find success.***

## IV. POLICIES AND STUDENT SERVICES INFORMATION

### Student Body Card

All our students receive a student body card as part of their annual fees. The South Albany **student body card is the key** to free admission to all the Mid-Willamette Conference sporting events at home and provides for reduced admission to away games and dances. Students will also use it to check out textbooks. **Therefore, students should have their student body card in their possession AT ALL TIMES.** It also supports a number of student body activities. If students lose their card, it can be replaced at the counseling office. If the card is lost more than once, we will charge a nominal fee for replacement. Any required fee or deposit may be deferred if the student and parent are unable to pay. Application for such a deferral must be made to an administrator.

### Student Fees

Student fees for this year are:

Student Body Fee.....	\$35.00
Cap & Gown (Seniors only).....	\$34.00
Parking Privilege Permit.....	\$5.00
Annual (optional).....	\$55.00/\$65.00 after Winter Break
Athletic Participation.....	\$150.00 per sport
(\$300 maximum per individual \$450 maximum per family)	

\*\*\*\*\*As a reminder we accept Visa & Master Card to pay past and current fees.

## Student Fees Accountability

We mail bills to students/guardians periodically throughout the year. It is important that bills are paid in full or arrangements are made for a payment plan to avoid difficult situations in the future. We will work with you and will consider any payment plan. Students who allow significant fees to accumulate may be restricted from attending and/or participating in school sports and activities. **Seniors will be restricted from attending graduation if the outstanding debt is not paid in full.**

We will have periodic work days for students/families to participate in as payment of fees. **Please sign up in the attendance office to be contacted for work days.** In addition, students/parents may serve as peer tutors/volunteers at Saturday Success Academy as payment of fees. Please contact Courtney Schamp in the attendance office for more information.

## School Check Acceptance Policy

For a check to be an acceptable form of payment, it must include your current full and accurate name, address, telephone number, driver's license number and state. When paying by check, you authorize the recovery of unpaid checks and a \$25.00 returned check fee by means of electronic re-presentment or by paper draft.

## Dances

The Student Council and several student clubs sponsor dances throughout the year. The dances are open to South Albany students only, and to be admitted, **you must have your student body card.**

The dress for after-game dances is casual school clothes. The Homecoming, Winter and Sadie Hawkins Proms are semi-formal while the Junior/Senior Prom is formal. Students and visitors at dances are required to maintain acceptable dress and behavior at all times. It also includes acceptable dance behavior that is neither lewd, sexually suggestive or degrading to the individual. Dancing will be "face to face" at all times. Behavior consistent with school-day expectations will be promoted.

**NOTE:** Students whose behavior is inappropriate during a dance may be asked to give their student body card to an administrator as a warning. If a second instance occurs or a student refuses to provide a student body card, that student will be removed from the dance.

**Dance Visitors:** Students may bring a guest to the SAHS dance or activity provided an administrator approves the guest prior to the night of the dance – Students may obtain and fill out a guest pass from the main office that will be faxed to the guest's school. This process takes time, so guest passes are due by the Wednesday prior to the dance. Guests must be a high school student or recent high school/GED graduate. No middle school students or individuals 21 years of age or older may attend. ***Picture identification is required for all guests.*** Only one guest per South Albany High School student is allowed and guests must be with their host student to enter the dance.

**NOTE: All of our dances end at 11:00 p.m.**

### **Prom Court Standards:**

The criteria for being a member of Prom Court are:

1. Court members must have a previous semester GPA of 2.0 or better.
2. Court members must be in good standing at South Albany High School and in the community.
  - a) Students expelled from high school currently or previously are ineligible.
  - b) Students suspended from school or athletics during the 18 weeks prior are ineligible.
  - c) Students under investigation by local authorities for criminal issues are ineligible.
3. Students must have demonstrated good attendance during the 18-weeks prior to the prom. Good attendance will be considered fewer than three absences from any one class in a 6-week period.
4. Court members cannot have participated as previous Court members – the exception to this qualification is Junior/Senior Prom where any student can be selected who meets the criteria.

## Student Assistance Program

In addition to the counseling staff at South Albany, we also work very closely with community agencies, including FACT, Family and Community Together. Rich Guzman, our FACT representative is on campus and is here to help. South Albany High School has a full time counseling staff available to work with students on drug or alcohol related concerns. In addition, there are a variety of student activities related to a drug and alcohol free school. We can also offer other services for students with special needs.

### Student Counselor

All of our students are served by a school counselor. Growing up is not easy. There are so many pressures each of you face at home, at school and in the community. We are here to help you deal with the problems you face. Please don't hesitate to contact your counselor.

When you enter South Albany High School, you will be assigned a counselor and a PRIDE Teacher based on last name. Your counselor and PRIDE teacher will work with you in helping you decide your educational and career goals, assist you in planning your class schedules and talk to you about other concerns you have during your stay at South Albany High School.

For additional help either in career planning or personal concerns, please call a counselor for an appointment. We have a College and Career Center located in the main office building that has a tremendous amount of information and resources as students plan for life after high school and consider career opportunities, work experience, and college options. Drop by and pick up some information.

Typically, students must make an appointment with the Counseling Secretary, Mrs. Sparks, prior to seeing their counselor. In an emergency, Mrs. Sparks will coordinate with the counselors to see students as soon as possible. Students should not leave class to see a counselor without a pass.

### Library

The library is a valuable resource we hope students will use often during their time at South Albany. It is open from 7:30-3:30 p.m. each school day. Please feel free to explore the information available on its shelves and computers. Please return materials by the due date so they are available for others. There are fines for late books as well as for lost/damaged textbooks.

### Textbooks

Most textbooks will be checked out electronically **AT REGISTRATION in August.** Every textbook has a specific identifying code for the exact book checked out to students. It is VERY IMPORTANT that students be very careful about keeping track of their own textbooks. Trading textbooks with other students could result in a student being charged for a missing textbook. This can be a huge expense – please take care of this expensive asset.

The condition of the textbook is very important as well. If a book is damaged while it is checked out to a student, the student will be assessed for the damage and the cost to repair or replace the book. Again, it is important to take care of textbooks!

Students will be responsible for the book they check out until it is returned. The student will be held responsible for the cost of the book if it is not returned. Many textbooks cost an average between \$60.00 to \$100 each. **Therefore, we wish to stress how important it is to care for the book once checked out in the student's name.**

### VOLUNTEERS!!!

***WE NEED YOU!!!*** Please consider helping our students be successful by volunteering at South Albany. Please contact Karen Kennedy in the main office for volunteer information.



**\*\*\*\*\*Importance of Parent/Student EMAIL Address for Communication\*\*\*\*\***

As budgets shrink and printing/ mailing costs increase, we will be doing less paper communication. The fastest and most up-to-date information we can get to you will come in the form of group email sent by administrators or counselors. It is VERY IMPORTANT that we have a correct and current email address for anyone wishing to receive school updates, including information on upcoming events, changes in school schedule or calendar, school safety concerns or situations, graduation notices, and all sorts of other information.

**Announcements/Calendar of Activities**

A weekly schedule is published each Friday listing the activities for the next week. These schedules are posted on the school web site and in most classrooms. All activities for the upcoming weeks are scheduled through an administrator and must be submitted to Mrs. Rimer by 3:15 p.m. on Thursday.

Announcements must be approved by a staff member and must be submitted to the office by 3:15 p.m. on the day before the announcement is to be made.

**Media Access to Students**

Media representatives are required to report to the administration for prior approval before accessing students involved in instructional and activity programs not attended by the general public. However, parental approval is not required prior to publication of information obtained by the media directly from students when media access to the students has been approved by the school administration. Parents who do not want their student interviewed or photographed by the media must direct their student accordingly. See Board Policy BP5325.

**Directory Information**

Directory information is information in a student record that is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students have been designated as directory information in this district:

- Student's names
- Student's photographs
- Age and grade level
- Participation in officially recognized sports and activities
- Weight and height of athletic team members
- Dates of enrollment
- Degrees, honors, awards or certificates received
- Most recent previous schools or programs attended

Directory information may be released without prior consent after the district gives annual notice to parents of students or students 18 years of age or older or emancipated student. Such information and the requirement that the district must, by law, release secondary student's names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to the release of directory information.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student over 18 or emancipated student within 15 days of annual public notice. See Board Policy BP5306.

### **Student Commons**

The Greater Albany Public School District serves nutritious meals that meet standards set by the U.S. Department of Agriculture and serves everything from a full course meal to a-la-carte items in our cafeteria. The food service staff works very hard to create menu options that are appealing to all students.

**During lunch, we anticipate all food will be eaten in the commons area (building and courtyard). Students should eat, dispose of garbage, and then join friends in other areas of campus.**

Students/Guardians can pay for meals with cash or check in the Main Office or online through Mealtime with a credit/debit card. Students may also pay in the cafeteria during nutrition break and lunch break with cash or check only. **Note: When paying in the cafeteria, no change will be given.**

**Special dietary requests may be made through Food Services.**

**Lunch-on-the-Go may be ordered by 8:00 AM from Mrs. Rimer in the Main Office.**

High school students may buy lunch for \$2.85, for an additional \$1.50 students can purchase Super Lunch; extra milk for all students will be \$.60. Students may purchase breakfast for \$1.30.

Also available are free and reduced priced lunches for students from families whose income is below the level established by the federal government:

### **Lunch/Free or Reduced-Priced Meals**

**We need YOUR HELP!!!** *Almost 58% of the families at South Albany qualify for free or reduced meals. While not all families choose to access these meals, it is critical for our school that all families who qualify be identified. The level of need in our school building affects most sources of funding for our school. In general, **the higher our free/reduced meal percentage, the more funding our school receives.** PLEASE consider applying for the program even if you're not sure you will qualify. It will help our school in many ways if you will take the time to consider completing these forms. Forms are available at registration and in the main office. Thanks for helping in this area – Mr. Belveal*

Your child may be eligible to receive free or reduced school meals if:

- 1) Your household receives Food Stamps, Temporary Assistance for Needy Families (TANF), or benefits from the Food Distribution Program or Indian Reservations (FDPIR).
- 2) Your household income is at or below the amount on the Income Chart.  
Please call 541-967-4522 to see if you qualify.

### **Lunch Deliveries**

Deliveries during the lunch hour are very disruptive to the office staff. In addition, the locating of students and monitoring of payments is virtually impossible. Special circumstances must be approved in advance by administration. We will help with arrangements for a conference room if you have a special occasion and would like to have lunch with your student. We do not allow adults on our campus without a guest pass and prior arrangements.

### **Campus Supervision**

Parents are reminded that our school office is open from 7:00 a.m. to 4:00 p.m.; however, the supervision and teaching staff is only available from 7:30-3:30. Therefore, we cannot provide

supervision for students, so unless students are part of a structured activity, arrangements should be made for transportation around these supervision hours. Students needing help should contact the office. Beyond these hours, certain areas are supervised during activities, but the campus is not regularly patrolled.

***The district utilizes electronic devices, including video cameras, in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary hearings.***

## **School Buses**

The Greater Albany Public School District provides bus transportation as a service to its students. Individuals who fail to follow driver expectations or state transportation laws may lose the privilege of riding the bus. In order to ride a school bus, you must be assigned to that bus. A school administrator must approve exceptions to this regulation. If you have any questions about the bus service, please call 541-967-4626.

## **Parking/Vehicle Registration**

Students who use the school's parking lot must register their vehicle(s) in the main office. Students must purchase a parking permit, which must be displayed on the front windshield of the vehicle they have registered.

### **Student Parking**

Due to supervision and community requirements, all students are to park in the south parking lot by the tennis courts. Although the parking spaces are striped and numbered, students may park in any available spot as long as they display their parking tag.

Students MAY NOT park in the front of campus as these spaces are assigned by number to staff and limited visitor spaces. ***Students who park in these spaces may lose parking privilege.***

***The Pool Parking Lot is for staff and pool patron parking ONLY from 7:30 – 2:45 daily.***

Students may register more than one vehicle but only receive one parking permit. The parking tag should be moved to the parked vehicle.

Students who park at school must observe the following regulations:

1. Cars and cycles are to be parked in the approved parking areas. **The school is not responsible for loss or damage.**
2. Students will be charged \$5.00 per year for the vehicle registration.
3. Parking and Driving Violations will result in progressive disciplinary action, including the suspension and loss of parking privileges.

## **Lockers**

School lockers are an important part of the high school experience: They save the effort of lugging around too many textbooks, they tend to be a social connection point on campus, and their location may influence whom you end up with as friends.

It is **VERY IMPORTANT** that you select a locker partner carefully. *Lockers are the property of Greater Albany Public Schools and may be subject to search at any time.* Both partners in a locker are responsible for the content of the locker. If illegal substances are in a locker, it would be necessary to investigate all people using the locker. The person you share a locker with is very important! It should be someone you trust. You can select your own locker partner by coming together to registration in August. If you choose not to select your own locker partner, another student will be assigned to share the locker with you. PLEASE communicate with an administrator if you have any concerns about the contents of your locker – don't wait until after a search!



You are responsible for keeping your assigned locker clean and locked. The school does NOT assume responsibility for items lost from your locker, so PLEASE keep them locked. PLEASE keep your locker combination confidential – many thefts happen by someone a student trusted to get something out of their locker just one time. While we all wish that it weren't so, our society has people who are not as honest as we would like them to be – the same is true at school -- please be very CAREFUL about having expensive items at school (iPods, cash, etc.) as these small, valuable items are targets for theft.

Please report broken lockers to the main office as soon as possible. We will either get the locker fixed or move you to another locker. . Students who damage lockers may lose the privilege of having a locker as well as being financially responsible for the repairs or replacement.

The district is not responsible for lost, stolen or damaged personal items.

### **Visitors**

We strongly believe at South Albany High School that the daily educational environment is an important part of ensuring student success. We further believe that it is in the best interest of students to minimize distractions within normal school hours. Therefore, the following visitor guidelines are enforced to better promote student success and safety:

1. All visitors must check in at the office immediately upon arrival and obtain a visitor's pass after signing in. **Visitors must be approved by an Administrator or Teacher to be on campus.**
2. All visitors to campus that promote and enhance the academic environment must have pre-approval and secure a visitor's pass.
3. Student requests for friends or family visitors can only be authorized by an administrator and only under unique situations (US military visitors will be honored in any way appropriate.). Special lunches may be arranged in the office conference rooms but are not allowed on the campus.

### **Visiting Your Students' Teachers**

Our teachers have a very busy schedule and utilize any planning time that they have to the fullest. They have multiple prescribed tasks to complete during any free time. It is not appropriate for visitors to go to a teacher's classroom without prior arrangements or an appointment. Our staff are assigned to be involved in supervision of students both in their classroom and on campus.

It is VERY IMPORTANT that they be able to schedule an appropriate time with a parent or student who has questions.

PLEASE help our teachers be effective in their jobs and at the same time, be efficient in serving both the student and the guardian who might have questions by being prepared for a meeting. Failure to schedule an appointment could result in limiting access to our school campus for violators. ***Please help us with this.***

### **Phone Calls and Student Messages**

Our main office is a busy place and it is hard for our staff to take messages for 1,300 students. Because of the numerous phone calls, we will only take student messages from parents or guardians. There is a phone in the office available for student use if necessary.

### **Permanent Records**

Starting in the ninth grade, you will have a permanent record kept on file at our office. That record reflects your educational performance and follows your progress throughout your stay at South Albany High School. Permanent records include the courses, grades, attendance, birth date and parent/guardian names and addresses. Parents or legal guardians can look at your behavioral and progress records.

## **Affirmative Action Policy**

It is the policy of the Greater Albany Public School District not to discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Heather Huzefka, District Affirmative Action Officer, 718 West 7<sup>th</sup> Avenue, Albany, Oregon 97321. Telephone: (541) 967-4515.

## **Transfers and Withdrawals**

If you transfer to another school, your records will be sent after we receive a written request from the school. **If you owe for lost textbooks or other fees, your records can be held until bills are paid.** We will also send your records to colleges upon your request. If students are leaving our school permanently, please check out with an administrator, counselor, and the registrar in the office. Before you can withdraw from school, a parent or guardian must contact our office either by letter or in person.

\*You will then fill out a withdrawal form.

\*You must also take care of turning in and paying for any lost textbooks or outstanding fees.

Following those steps, you may then request a refund on fees and your transcript will be issued with fees cleared.

Official copies of transcripts are \$2.00 each. Unofficial copies of a transcript have no fee. Please see Mrs. Chipman for additional information.

## **Immunizations**

Students attending public schools must, by state law, have been immunized against certain communicable diseases. If you do not meet these requirements, we are forced to exclude you from school until you have had the needed immunizations.

The immunization requirements are available at the main office. You must have on file with the school a medical or immunization record that shows the dates you have had the shots. If you have not had the required immunizations, you must have a medical exemption signed by a physician or a religious exemption signed by a parent.

## **Health Services**

For minor injuries occurring on campus, or if you become ill at school, please report to the main office. It is VERY IMPORTANT that all students work through the main office if ill or injured. When we receive permission from your parents or guardian, students can be sent home. If you have health questions, the school district's nurse is available for consultation by appointment only, 541-967-4554.

## **Administering Non-injectable Medicine to Students Administration Regulations**

The Greater Albany Public School District Administrative Regulation on administering non-injectable medicines to students – Code JHCD-AR (1) is summarized below;

Students may, subject to the provisions of this regulation, have non-injectable prescription or non-prescription medication administered by designated, trained school staff. Self-medication by students may be permitted in accordance with established district regulations.

Appropriate documentation must be completed when prescription and non-prescription medications are brought to the school. Whenever possible, medications should be given at home in the a.m. and p.m. rather than during the school day. Eyes, nose and cough drops, antibiotics, anti-inflammatory and antacids that do not require written or oral instructions from a physician are subject to this requirement.

In order for school staff to administer medication to students, documentation is required as listed below. Medication will not be administered nor will self-medication be allowed until the necessary permission forms and written instructions have been submitted as required by the district.

**Concern Area- PRESCRIPTION DRUG ABUSE:** *One of the largest growth areas of student controlled substance abuse is in the area of prescription drugs. The consequences of misuse of a medicine prescribed for a specific person for a specific reason can be catastrophic. The misuse of prescription drugs is becoming one of the largest causes of student fatalities in the USA. As this misuse grows, one situation that schools must take a firm stand on are student prescriptions and medications at school. To avoid any misconceptions, it is imperative that all student medications be stored in the counseling office. This allows administration of medications and tracking by parents and staff to ensure student safety.*

*We sincerely appreciate your understanding and cooperation – Mr. Belveal*

### **Requirements for Administration of Non-injectable Medications to Students:**

1. Written permission from the parent
2. Written permission from the physician for administration of prescription medication to include:
  - a) Name of the student
  - b) Name of the medication
  - c) Route
  - d) Dosage
  - e) Frequency of administration
  - f) Other special instruction, if any (the prescription label meets this requirement if it contains the information listed above).
3. All prescription medication must be in the original container. Medication is to be brought to and returned from the school by the parent; students may not bring in their own medication without prior approval.
4. It is the parent's responsibility to ensure that an adequate amount of medication is at school for the duration of the student's need to take medication.
5. It is the parent's responsibility to inform the school in writing of any changes in medication instructions.
6. A student may have in his/her possession an inhaler if the appropriate documentation has been completed in the counseling office.
7. A student may have in his/her possession **one dose** of an over the counter medication (DayQuil, Ibuprofen) that is needed by the student for the school day.
8. Sharing and/or borrowing of any medication with another student is strictly prohibited and will lead to disciplinary consequences. This is illegal and all school and legal consequences will be upheld.
9. Possession of prescription medication (other than approved inhaler) may lead to disciplinary action.

### **Student Insurance**

Information on student insurance can be obtained during registration or in the main office. This is an outside agency, and is not affiliated with the school or our district. Please be advised that all Athletes are required to either submit proof of medical insurance on the Athletics/Activity Information & Waiver Form, purchase the supplemental insurance or have the district insurance waiver form on file.

## V. ATTENDANCE

### Philosophy

***You have to be in physical attendance to learn – it really is as simple as that!*** At South Albany High School, attendance in all classes is important to a successful academic experience as well as a full high school experience. You will enjoy school more if you are here every day, every period! Regular attendance contributes to building good habits for life including reliability and punctuality. Students who have good attendance achieve higher grades, enjoy school more and are more acceptable to employers after leaving high school. Students who attend school gain knowledge from classroom activities such as discussions, films, guest speakers and special demonstrations, which are difficult to make up. Attendance at school is primarily the responsibility of the student in cooperation with parents/guardians.

### Attendance Procedures

Communication is vital to a smooth working relationship between the school and student families. The attendance number is 541-967-4531.

- Pre-Arranged Excused Absences
  - Please call or send a note with your student as soon as you know he/she will miss. This excused absence is entered into the attendance system as an Excused Absence.
  - Please avoid extended absence periods if at all possible.
  - The state considers illness and family emergencies, such as bereavement, as allowed excuses.
- Illness or Emergency Excused Absences
  - The best plan is for a parent/guardian to call the school attendance office and excuse the absence.
  - If a call is not appropriate, please send a note to the attendance office at a suitable time, preferably upon the student's return to school.
  - Excessive absences (more than 3 days) may require a doctor's note to excuse.
- Unexcused Absences
  - Families have 3 school days to clear absences – it is VITAL that we communicate.
  - Without a parent contact, all absences are considered to be unexcused, and may receive consequence. If unexcused absences become excessive, we are required to refer to the Linn County Truancy Officer, which may result in **potential loss of driving privileges for the offender**.

We utilize both an automated system and a staff caller to notify parents when their student has an unexplained absence that day.

**Parent Action:** Parents are expected to provide a written note, dated and signed, stating the reasons for the absence immediately upon the student's return to school unless they have notified the school attendance secretary by phone. Extended illness (more than 3 days) may require medical verification in addition. Absences that have not been cleared with the school attendance secretary within three (3) school days of the student's return to school will remain unexplained absences.

**Parent Internet Viewer (PIV):** Parents/Guardians are encouraged to check the student's attendance as well as grades on a regular basis. You can also set up automatic email notifications if an unexcused absence is recorded. Please ask in the main office if you have questions.

**Student Action:** The student is expected to clear all absences with the school attendance secretary and the classroom teacher within three (3) school days of returning to school. The student is

expected to confer with the teacher about missed learning opportunities to receive make-up assignments from the teacher and to complete the specified work by the date the teacher determines. **Teachers are not required to grade work missed due to unexplained absences.**

Teacher Action: Teacher's classroom attendance policy will be communicated on course syllabus. Copies of the classroom policy can be obtained by asking the attendance secretary. The teacher will take attendance each day and keep an accurate accounting in the electronic grade book (Pinnacle). The teacher will confer with the student when a pattern of excessive absences is noted as well as contact parent/guardian, counselor and administrator.

### **Senior Skip Days**

We DO NOT sponsor or recognize a "senior skip" day. In fact, the administration at South Albany High School considers "senior skip days" as potentially very dangerous. Across the nation, graduating seniors involved in "senior skip days" have been seriously injured and even killed in accidents. Therefore, we do all we can to discourage this activity. We appreciate your continued support and assistance in preventing potential injuries or accidents on "unofficial skip days."

### **Tardy Procedure**

Students who arrive late to school are required to check in with the attendance secretary or assistant dean in the detention room.

Being on time to class is a critical part of success not only in the classroom but also in a student's future. Therefore, monitoring and enforcing a consistent tardy policy is critical for students' success.

A student will be considered tardy if he/she arrives to class after the five-minute passing time is over. Students should be in the classroom ready to begin class before the final bell rings. Tardies not cleared with the teacher and school attendance secretary within three (3) days will remain unexplained.

The consequences for excessive tardiness are progressive and are tracked based on a student's entire schedule—not by each individual class.

**NOTE: A student who has chronic tardiness can be placed on the sports/activity exclusion list.**

### **Leaving Campus**

**STUDENTS who are CREDIT DEFICIENT, EXCESSIVELY ABSENT and/or TARDY will not be allowed to leave campus for lunch and/or have open class periods.**

Senior and junior students who are in good standing and would like to leave campus for lunch must complete forms and receive a laminated pass of approval to walk or drive at lunch. Freshmen and Sophomores who are in good standing and live within a 10 block area may obtain a "walking pass" to leave campus during lunch.

**All others are to remain on the school grounds from the time they arrive for the first class until finished with the last class.**

**All parking lots and athletic facilities are considered off campus and thus off limits to students during the day unless accompanied by staff.**

All other times the SAHS campus is closed. School Board policy indicates that the campus will be closed if attendance rates drop below 90%

**No guests** are allowed on campus at any time during the school day.

## VI. EMERGENCY PROCEDURES

### Earthquake Procedures

If you are in the school building when an earthquake occurs, take the following precautions:

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If the desk or table moves, hold legs and move with it. If you are in the hallway, crouch down close to a wall and cover your head with your arms.
2. Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building and stay with your class.

### Fire Drills

Fire drills are an important part of our safety program. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with the directions posted in each room. Once outside, move well away from the building and stay with your class while roll is taken – REMAIN with your class outside the building until permission is given to return to the classroom.

### Violation

*Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and school policy. The consequences of doing so are immediate suspension from school and referral to the Albany Police Department and the Albany Fire Marshal. Violators will be prosecuted.*

### Inclement Weather Procedures

School may be closed, released early, or delayed in opening because of inclement weather and highway conditions. When this occurs, the district will notify staff, students and parents posting information on the district website [www.Albany.k12.or.us](http://www.Albany.k12.or.us) and the local radio and television stations. It is best not to call radio stations asking for this information as they need to keep their lines free for emergencies. If no announcement is made, school is open and the buses will run their usual routes.

**Please note:** We are Greater Albany Public School District **not** Linn County Schools.

School closure information may also be seen directly from the network by going to [www.flashalert.net](http://www.flashalert.net). Those wishing to receive an e-mail notification directly from the network may receive the service by logging onto [www.flashalert.net](http://www.flashalert.net) and registering their account. There is no charge for the service. Additional information can be found on GAPS website clicking onto Delays/Closures on the lower menu.

### Violent Emergency Procedures/Crisis Plan Protocol

When the safety of our students and staff may be threatened by a potential act of aggression or violence, the following procedures will be followed:

- 1) If the emergency occurs while students are in class, students and teachers will be instructed, via the intercom system, to remain in the classroom until further notice. The teacher will quickly bring students who may be in the hallway into their room, lock the door, close windows, pull the shades, and take roll. A crisis may last five minutes to several hours.
- 2) If the emergency occurs while students are out of class (before school, break, lunch, etc.):
  - a. Students will be informed to go **immediately** and **directly** to their next class.
  - b. Students are not to go to their locker first. Remain in that classroom until further notice.
  - c. If a student's next classroom is not accessible, they should proceed directly to the gym or the cafeteria or to the nearest classroom to remain safe.
- 3) If the emergency is deemed a major incident by the police and the school needs to be evacuated:
  - a. Students will be escorted to one of the following locations:
    1. Oak Elementary School, 3610 Oak St. SE
    2. Calapooia Middle School, 830 24<sup>th</sup> Ave. SE
    3. Good Shepard Lutheran Church, 1910 34<sup>th</sup> Ave. SE
  - b. A release area will be established at the evacuation point.
  - c. Parents may pick up their own students only from this release area.
  - d. Please check the districts website ([www.albany.k12.or.us](http://www.albany.k12.or.us)), listen to local radio stations, KRKT FM 99.9 or AM 990 to stay abreast of current information or go to Flash Alert.

## **Cell Phones in an emergency situation – *IMPORTANT* School Safety Research**

It is quite common for perpetrators of school violence to use their cell phones as their main communication tool. Students and Staff will be asked to **refrain from using their cell** phones or other electronic devices to communicate in any form until the police in charge of a situation alert the school officials that it we are clear to use cell phones. This allows the situation to be controlled and eliminates the potential for a communication tool for a perpetrator. **WE WILL** allow students and staff to use their cell phones AS SOON as the police allow use. ***THIS IS VERY IMPORTANT for all to understand.***

## **South Albany Safety Protocols**

### **Normal Security for school**

- Students and staff move throughout the school as usual.
- Students need a pass to move during class time.
- Visitors must have a guest pass to be on campus.
- Visitors without a guest pass will be escorted to the office.

**LOCK OUT:** If school goes to a LOCK OUT, conditions exist outside the school that could become health and/or safety issues on campus. This could range from changing weather conditions, an accident in the community, or some other type of threat off campus. Staff will be informed by announcement using the intercom system, school communication radios, email, and if necessary cell phone to broadcast the alert.

**Staff and Students will hear: “SOUTH ALBANY HIGH SCHOOL IS NOW ON LOCK OUT.”**

This means:

1. Students return inside.
2. Classroom and hallway doors are locked.
3. Class continues without movement.
4. Students will not be allowed to leave the classroom. In an emergency, the teacher will call the office for campus security to escort students.
5. All registered visitors will be taken to a classroom.
6. Be confident that you will be fully informed of the situation, as soon as possible.
  - Please do not contact the office to find out what is happening.
  - Please do NOT use your cell phone unless instructed that it is appropriate

**LOCK DOWN:** If school goes to LOCK DOWN, there **ARE** health and/or safety issues for everyone on campus. The campus is to follow lock down protocol.

**Staff will be informed by announcement: “SOUTH ALBANY HIGH SCHOOL IS NOW ON LOCK DOWN. TEACHERS PLEASE SECURE YOUR AREAS.”**

This means:

1. Lock all doors to your room and do not allow anyone to leave. Close blinds on all windows.
2. Move all students out of line of sight, remain quiet and hidden until released by administration or law enforcement.
3. Take attendance.
4. If students are not in class at the time of the announcement, staff will assist in getting students from hallways and other areas safely into nearest classrooms.
5. All students will be asked NOT to use their cell phones until permission is given by authorities.
6. If you are not with students, lock the doors to the room you are in and do not leave.
7. Wait for further instructions; do not call the office – again, please do NOT use your cell phone.
8. Designated members of the crisis team will report to the main office.
9. Albany Police Department will isolate and neutralize any threats to school safety.
10. Do not open the door and do not leave if a fire alarm sounds unless you see flames.

**VII. ACTIVITIES/ATHLETICS**

**Student Leadership and Student Government**

South Albany’s Student Leadership Program and Student Council play a vital role in planning and sponsoring special programs, dances and community service projects. Leadership class is an application class where a lot of the school functions are planned and implemented. The Student Council consists of student body officers, class officers, PRIDE period representatives, and faculty. The Student Council meets during FLEX period once a month.

Students are encouraged to get involved in assemblies, dances, and campus activities to fully enjoy the high school experience. We hope you’ll consider running for a class or ASB Officer position as part of your high school experience. Please see Mrs. Angel or Mr. Winn if you have questions about leadership, student council, or becoming an officer.

**2018 -- 2020 OFFICERS**

ASB Officers:

- President ..... Isaac Southwick
- Vice President ..... Victoria Vargas
- Spirit ..... Alex King and Alyssa Marstall
- Secretary ..... Madi Dederá
- Treasurer ..... Jovany Garibay-Lopez

Class of 2018:

- President ..... Wyatt Marsh
- Vice President ..... Emily Balck
- Secretary ..... Sage Bodily
- Treasurer ..... Eddie Torres
- Representatives.....

Class of 2019:

- President ..... Taylor Lewis
- Vice-President ..... Addie Peterson
- Secretary ..... Ambri Burton
- Treasurer ..... Kassandra Clare
- Representative..... Emily Rowe and Nick Bohanan

Class of 2020

- President ..... Israel Huerta
- Vice-President ..... Lilly Broughton
- Secretary ..... Sariah Young
- Treasurer ..... Claire Angel
- Representative ..... Abby Sadowsky

Class of 2021 TBD





## Activities/Clubs

South Albany has a tradition of excellence in our student activity programs and we encourage you to become involved. Many of the student organizations are an extension of our curriculum. These groups can provide you with an opportunity to develop leadership skills and to become a part of state and national student organizations.

**New Clubs:** Students can develop new clubs by writing a constitution, recruiting a teacher advisor, and getting approval from the student council and administration. New clubs are welcome and encouraged. This is one way that students can become connected with school. Please see Mr. Belveal if you have questions about the process or procedures in creating a club on campus.

	<u>Advisor</u>
Annual/Newspaper.....	Trisha Farver
Art Club .....	Branson Bartlett
Band.....	Isaac Andrew
Commotions.....	Katie Gisler, Angela Spencer
Controversial Issues.....	Melissa Reimer
Culinary Arts.....	Scott Swearinger
Drama.....	Ben Sell
FCA (Fellowship of Christian Athletes).....	Jason Henkel, Andrew Peterson
German Club .....	Deborah Lindsay
Horticulture Club.....	Hans Schneiter
International Club.....	Tony Vandermeer
Key Club .....	Katie Gisler
Magic the Gathering.....	Juan Vasquez
M.E.Ch.A.....	Juan Vasquez
Leadership.....	Kelle Angel/Andy Winn
Magic-the Gathering.....	Juan Vasquez
National Honor Society .....	Brandon Johnson
Rebel Prayer Warriors .....	Brett DeYoung
SAHS Youth Watershed Council.....	Carla Streng
SAIGA Club.....	Scott Swearinger
Sci Fi/Fantasy.....	Scott Swearinger
Sources of Strength.....	Jill Baker
Speech and Debate Club.....	Brandon Johnson and Patrick Leahy
Student Mediation.....	Jill Baker
SWARM, student robotics.....	Doris Hicks
Vocal Music .....	Brett DeYoung
Watershed.....	Carla Streng
Woods.....	Chava Neuhaus



## South Albany High School Athletics

We believe strongly that athletics and activities play a vital role in the comprehensive high school. If you plan to be involved as a participant of an athletic program, **it is mandatory** that you read through the

### ***“South Albany High School Athletic Handbook and Code of Conduct”***

The parent permission form that allows participation is at the end of this handbook and it is vital that everyone involved understand the expectations and the processes utilized in our athletic programs. This is a separate booklet and is available at registration or in the main office at South Albany High School.



### **South Albany Booster Club**

***Our Mission:*** The purpose of the club is to promote and assist the programs at South Albany High School. The Booster Club is a non-profit organization comprised of parents, staff, and community members whose goals are to provide volunteer and monetary support to South Albany High School's athletic programs, clubs and classrooms.

***We are very lucky!*** Our parent Booster Club is one of the most active and supportive groups in the area. Booster Club members receive opportunities for reduced admission prices, offer input on school decisions, and help various programs and activities at South Albany to function effectively. The South Albany Booster Club will be celebrating their 41st year of service this year and we hope that all parents will consider being involved and active in their programs. ***Booster Club is not just about sports – they also support all sorts of other school activities and some classroom needs. This is a GREAT place for parents to help support their child and the school in general.*** Their goal is to promote interest in all school activities. Parents and supporters are encouraged to join.

Please contact the Booster Club by email at [saboosters@yahoo.com](mailto:saboosters@yahoo.com) if you have questions, wish to join the club, need to know meeting times and any additional information. You may also contact current club president, Scott Wehrman.

## **Athletic/Activity Parent Certification Opportunity (SAVE \$Money!)**

The high school years can be a very tricky time to be a parent. There are so many emotions going on for both the child as well as the parent. It can be an expensive time period with sports fees, clothing, shoes, dances, pictures, etc. It is our intent with the "Parent Certification" program to offer some assistance in both of these areas.

### **What do you get?**

1. Bruce Brown has done over 35 years of research with children involved in athletics/activities from grade school through college. His research is focused on what parents of athletes can do to best meet the needs of their student/athlete during their involvement in the programs and how the parent and child can enjoy the experience rather than being stressed or worried.

His research has helped countless parents and athletes share a great experience, reduce stress, and improve communication between parent and child. We will utilize his materials to help parents understand how to best guide an emotional, sometimes irrational teenager -- through great experiences as part of an athletic/activity program.

2. Financial Incentive  
After completing each level of the parent certification program, you will receive a card that reduces your admission charge by \$1 per event/per card for the remainder of your child's high school career. This is only at South Albany High School HOME events and is not currently accepted at other school sites.

Level 1 Certification: "The Role of Parents in Athletics"

40 minute video, follow up discussion, certification quiz/agreement

*\$1 off all future home event admission charges*

Level 2 Certification:

"Raising a Confident Athlete", 18 minute video

"Parenting and Coaching. Two Parallel Tracks", 12 minute video

Follow up discussion, certification quiz/agreement

*\$2 off all future home event admission charges*

**Note:** Join the South Albany Booster Club and receive an additional \$1 off of home admission charges. This combination (Booster Club + Level 2 certification) would reduce your admission charges by \$3 per event. 50% off is a good deal!

*You do not have to have an athlete to take advantage of this opportunity. Even if your child isn't involved in athletics, the communication patterns are helpful to all parents to talk with their children about school, friends, activities, etc. The bonus is that you save money if you wanted to attend a game or match at SAHS.*

**Parent Certification Dates for FALL 2017-18** (Need Level 1 before Level 2)

TBA

# South Albany Booster Club Membership Form

**Hey! South Albany Parents/Families**, the South Albany Booster Club invites you to **JOIN THE FUN!**

This unique club offers a wide variety of opportunities to be involved and at varying levels of commitment. Please consider this your personal invitation to become members of this distinguished club. The club's purpose is to help support and enrich the student programs at South Albany High School. As you receive monthly emails and updates there will be great opportunities to meet other parents, positively affect your child's high school experience, and **TRULY** make a difference for the students at South Albany. Whether you help in the concessions area, get involved in a construction project, paint the gym, work with Rebel booster apparel, or one of many other opportunities – you will have a lot of fun and the beneficiaries of your efforts will be the students at South Albany.

Some of the benefits provided to the members include:

Each family member receives

- \$1 off admission to SAHS sporting events
- Reserved seating & parking opportunities for football (*come to the first meeting in August*)
- Email reminders about meetings, events and club minutes
- Discounted presale game tickets for football
- Family membership
- 10% discount on Rebel merchandise

**HURRY!** 25% DISCOUNT if you sign up before August 31<sup>st</sup>!

Sign up before **August 31<sup>st</sup>** and save \$5 off of the regular membership cost. Just make a photocopy of this form and fill it out or go to the [www.albany.k12.or.us/sahs](http://www.albany.k12.or.us/sahs) web site and click on "Booster Club" in the side bar to get an electronic enrollment form.

Please make checks payable to "South Albany Boosters" and return to

**South Albany Boosters**  
**3705 Columbus St. S.E.,**  
**Albany, OR 97322**

(Forms can be dropped off at the high school office as well)

*If you join before August 31, membership is \$15 (\$20 after this date).*

Parent's/Guardian's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Membership paid **before** August 31<sup>st</sup>      \_\_\_\_\_ \$15 (*Please enclose payment with this form*)

Membership paid **after** August 31<sup>st</sup>      \_\_\_\_\_ \$20

\_\_\_\_\_ **Yes, I would like to be included on a list of potential volunteers!**

I am most interested in helping with: \_\_\_\_\_ Concessions    \_\_\_\_\_ Assisting with pre-game team meals  
\_\_\_\_\_ Fundraising    \_\_\_\_\_ Construction/Maintenance Projects    \_\_\_\_\_ Other \_\_\_\_\_

I prefer to volunteer during: \_\_\_\_\_ All Seasons    \_\_\_\_\_ Fall    \_\_\_\_\_ Winter    \_\_\_\_\_ Spring

**Please make checks payable to South Albany Booster Club. Thank you!**

**Number of membership cards given:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (*To be completed by board member*)



**Spectator Behavior**  
**MID WILLAMETTE CONFERENCE AGREEMENT**  
**GENERAL EXPECTATIONS FOR ATHLETIC CONTESTS & ACTIVITIES**  
Corvallis HS / Crescent Valley HS / Dallas HS / Lebanon HS  
Silverton HS / South Albany HS / Central HS / Woodburn HS

***The Mid-Willamette Conference Schools share a common belief in member schools.***

The purpose of these expectations is to address a common practice at all schools, to be consistent in the enforcement of all rules and to establish guidelines that all students can understand and adhere to at all schools. Because we want to promote a harmonious and accepting atmosphere for our students and visitors, these guidelines will help with common expectations at contests, activities and dances.

1. All member schools will enforce the OSAA adopted sportsmanship guide that highlights character development, enhances educational experiences and promotes civility in society. The fundamental values of respect, fairness, honesty and responsibility are the hallmarks that all member schools will promote for students, athletes and spectators.
2. All member schools will promote participation in school activities for all students and require that all participants represent their member school in a manner that demonstrates the values and acceptance of the individual and team. Participation will not jeopardize the health, safety or character of any student. Participants will promote the school activity experience and opportunity to participate with other member school students.
3. All school and civil rules and laws will be strictly enforced at all member school athletic contests and activities.
4. **STUDENTS MAY NOT LEAVE AN ATHLETIC CONTEST ONCE THEY HAVE ARRIVED AT THE ACTIVITY.** Departure without an administrator's approval will forfeit return to that contest for the evening.

It is important for spectators to model the type of positive behaviors we are teaching our athletes. These behaviors include showing respect for the opponent; showing respect for the officials and accepting their decisions; knowing and understanding the rules; maintaining self-control; refraining from making disrespectful remarks or booing.

Our athletes are learning to compete to the limits of their ability and to do so within the rules and with good sportsmanship. Positive fan support is important and appreciated. However, inappropriate fan behavior will not be tolerated. Fans acting inappropriately will be asked to leave. Please demonstrate good sportsmanship at all times and encourage those around you to do the same.

***Note: Outside beverages and food are not allowed at South Albany and at other league schools facilities.***

**Cheer Loud, Cheer Proud, Cheer ONLY for South Albany**

## XI. GUIDELINES TO STUDENT BEHAVIOR

***Throughout life, we all make choices – there is a consequence for every choice – sometimes the consequence is positive and sometimes the consequence is negative. The important part is that we all CHOOSE our actions and by doing so, also choose the consequence.*** As a South Albany High School student, you are part of a tradition in which students take pride in planning their education. You also choose the behaviors to use when you communicate with teachers, counselors, administrators and fellow students. Most students make excellent choices and demonstrate model behaviors, but occasionally a student may choose a behavior that interferes with teaching and learning. If you make the wrong choice, there are natural consequences that follow that aren't typically very positive or fun. ***A real life example would be driving 100 miles per hour in my car! I choose not to drive 100 MPH because I'm not interested in earning the consequence of a choice to break the legal speed limit. I could choose to drive fast – but I would also have to choose to accept the negative consequence. I weigh the outcome options and choose to drive the speed limit.***

### **Some of the potential outcomes for inappropriate choices:**

**Informal Talk:** A teacher or administrator will talk to the student regarding the student's inappropriate behavior and the student will make a commitment to change his/her behavior.

**Minor Incident Referral:** An MIR can be completed by the teacher to document the inappropriate behavior and may be accompanied by a detention consequence of some form.

**Detain In Office:** The student can be sent to the office for the remainder of the period. Prior to the next day's class, the instructor will meet with the student. Parents may be contacted by phone or letter.

**Conference:** A formal conference is held between the student and administrator with teacher and/or counselor involvement optional. Parents will be contacted.

**Parent Involvement:** A legal guardian is notified by telephone, personal contact or letter. A conference will be conducted between the student, legal guardian, school staff and other individuals involved.

**School Detention:** The student is assigned a 20 minute lunch detention during the school day and may have limited options for school lunch. After school, students may be assigned for up to 30 minutes.

**Early Release Detention:** The student can be assigned to the one-hour Wednesday early release detention for excessive tardiness, behavior, or unexcused absences.

**Saturday Success Academy:** Saturday Success Academy is from 9-noon on pre-determined Saturdays for academic and behavioral interventions.

**Behavior Contract:** The student is assigned an individual contract (Levels Plan) that creates individual limits on student's day. This may include time in office/detention room during breaks and lunch or other restrictions as decided administratively.

**In-School Suspension:** The student will be assigned to serve in-school suspension in a quiet area working on his/her school work for one or more periods up to as much as several days. Students must work during this time and may be required to turn in electronic devices to administration.

**Out of School Suspension:** The student will be excluded from school for a period of time related to the severity of the offense. The student and his/her legal guardian will be notified of the offense and consequence assigned. Student may not be on any school district property or attend any school activity during the suspension

**Expulsion:** The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, school activities and all related school functions. The length of time that a student is expelled is

determined by the district hearings officer. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights will be explained. The student will be advised of district or community alternatives.

**Due Process:** When an alleged offense occurs, the procedure below will be followed:

1. An investigation of any alleged misconduct or inappropriate choices will begin.
2. The student will be informed of the conduct involved and the nature of the concern and will be given the opportunity to present his/her view of the situation.
3. If discipline is to follow, the student will be informed of the immediate action and reasons earned through his/her inappropriate choice and subsequent procedures to be followed.
4. If an action violates the law, Albany Police Department will be notified and involved.
5. Our intent is to communicate with parents when their child is involved in an investigation. Whenever a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible.
6. In working through disagreements, the district complaint procedure will be followed.

### **Student Searches**

When reasonable suspicion is based upon specific or clearly explainable facts, district officials may search a student for possession of items including but not limited to tobacco, controlled substances or weapons. The suspicion may be based on past experience of the official, observations of the official and/or credible information from another person.

Lockers, desks, and any other storage areas provided by the school remain in the possession of the district and thus students should have no expectation of privacy regarding these areas. Students may park vehicles on district property with the understanding that upon reasonable suspicion that the vehicle may be examined.

A student's refusal to consent to a reasonable search will result in the school seeking an expulsion at the district level. Per board policy, refusing to allow a reasonable search of a vehicle will result in minimum a loss of student parking privilege on district property for 12 calendar months as well as law enforcement notification.

### **Secret Society/Gang Activity**

The Board of Education believes that the presence of secret societies and/or gangs creates a threat of substantial disruption or material interference with school and school activities and is harmful to the educational process. Therefore, it is the policy of this school district that student membership in such secret societies and/or gangs in the school environment is prohibited.

For the purposes of this policy a "gang" is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of law or initiate, or promote activities which threaten the safety or well being of persons or property.

- We utilize the *Mid-Valley Gang Task Force* as a resource to determine what symbols, apparel, and other items are being associated with local or regional gang affiliation. While some of these items are pretty standard (bandanas of any kind, anything with the number 13 or the number 14, stars and bars, swastic's, are examples) the specific items or identifiers will change over time. As the Gang Task Force identifies symbols/etc. we will communicate/enforce on our campus to discourage gangs.

No student on or about school property or at any school activity shall be permitted to:

1. Wear, possess, use, distribute, display or sell any clothes, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
2. Commit any act or use verbal or non-verbal speech, including gestures, handshakes, or other such signs, showing membership or affiliation in a gang.
3. Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
  - a) Soliciting others for membership in a gang,

- b) Requesting any person to pay protection or otherwise intimidating, threatening, or harassing any person,
- c) Committing any illegal act or other violation of school rules or district policy,
- d) Inciting other students to act with physical violence or other form of harassment against any other person.

Nothing contained in this policy is intended to discourage the formation of, or membership in, organizations and activities, which are not related to gang activities.

Students who violate this policy will be subject to disciplinary action within the guidelines of district policy, including suspension and expulsion.

### **Tobacco**

The use of tobacco/nicotine products can be damaging to our students and it is illegal for persons under the age of 18. Student possession of tobacco/nicotine products, either smoke-able or smokeless form is prohibited. If a student is found in possession of tobacco products or paraphernalia at or near school property during the school day or at school events, the tobacco/nicotine products or other items will be confiscated, the student's parent notified, the student will be referred to the Albany Police Department, and the student will be suspended from school. Our intent is to help change the behavior for our students before a habit becomes an addiction. Assistance will be offered to help students "kick the habit." Repeated offenses will lead to increased consequences.

### **Dress and Grooming**

#### **Board Policy – Dress Code**

- Student dress and appearance while a student is under the jurisdiction of the school is initially the responsibility of the student and the parents. However, dress or grooming which is immodest or disruptive to the educational process shall not be permitted at school.
- A student's dress and grooming shall be within reasonable standards of health, safety and sanitation. Clothing or materials which represent or advertise tobacco, alcohol, illegal drugs, violence or which contain inappropriate racial or sexual messages or inappropriate language will not be allowed at school. In addition, gang clothing and symbols are unacceptable for students while students are under the jurisdiction of the school.

#### **So let's be honest -- what are really the current issues at South Albany?**

The biggest issues we have at South Albany in terms of dress code are

- Our gentlemen wearing pants/shorts that are sagging--sharing their underwear with everyone
- Our young ladies wearing tops that are strapless, plunge or are low cut and draw attention to their chest
- Our young ladies wearing tops that expose their underwear or mid-drift (stomach)
- Very short shorts seem to come out in the nice weather (rule is mid-thigh length)
- Once in a while, we get bandanas or other gang associated clothing
- From there, we have a small number of other items on the "don't list" below

*The following pages are from a PRIDE Team presentation that describes the expectations and encourages students to show their Rebel Pride through their choice of apparel.*

**"The Do NOT List" -- Unacceptable Dress and Appearance:** The following types of clothing and accessories will not be permitted at school and/or school sponsored activities:

- Clothing or material which represent or advertise tobacco, alcohol or any controlled substances
- Clothing or items which contain inappropriate racial, sexual or gender messages
- Clothing or materials which contain inappropriate language
- Clothing or material which advocates violence
- Tops or shirts that show bare midriffs or that have low necklines
- Halter tops, A-shirts (muscle shirts), and/or shirts with spaghetti straps or straps less than 1½" wide
- Shorts that do not cover the mid-thigh
- Trench Coats



- Overalls without the straps, fastened on the shoulders; shirts under overalls need to comply with school rules
- Bandanas, do-rags of any color, and/or hairnets
- Altered hats
- Buckles with any gang symbols on them
- Hanging belts
- Sunglasses (may be worn outdoors only)
- Pagers, laser lights
- Chains or spikes (including wallet, key, security and dog chains)
- Dress or grooming which threatens safety, is immodest, or is disruptive to the educational process or performance of others will not be allowed
- No show of underwear (male or female)
- No blankets
- No sleepwear or slippers
- No hoods on in classrooms
- No headphones in classroom unless a specific time has been approved by the teacher

Students who are dressed inappropriately will be given an opportunity to change to appropriate attire. Refusal would be considered “defiance” and will move into consequences. Repeatedly wearing inappropriate clothing will be considered “defiance” and will earn consequences.

Wearing, possessing, using, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership, affiliation or support of any gang will not be allowed.

All prohibited items will be confiscated and returned only to parents upon request.

# Appropriate Dress

- Appropriately modest
- Rebel Pride
- Respectful



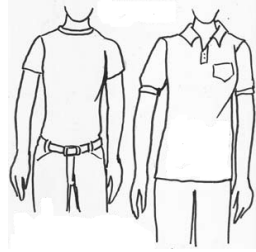
# Inappropriate Dress

- No Cleavage
  - Breast or Buttocks
- No visible undergarments
- No short shorts/skirts
- No inappropriate messages



## Perseverance

- Is my dress appropriate for the school environment?



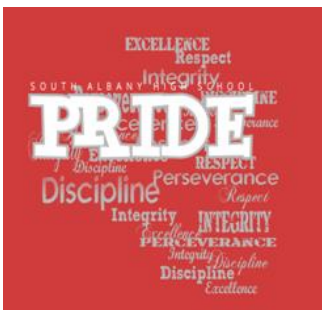
## Integrity

- What does your clothing say about you?



## Excellence

- Am I demonstrating Personal Pride and Rebel Pride with what I wear?



## Respect

- Is my choice of clothing respectful to myself and others?



## Discipline

- Am I practicing self discipline?
- Personal Checklist – (Guide only)
  - Are shorts/skirts longer than my fingertips (straight down at my side)?
  - Are my undergarments covered – even if I bend over or reach up or down for something?
  - Is chest covered if I place 4 closed fingers at my the base of my collar bone?

## **Discrimination**

South Albany High School prohibits discriminating against any person in public schools and programs of the district. Discrimination means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex or sexual orientation.

## **Harassment**

We have **ZERO TOLERANCE** for any type of harassment, and we will investigate all reports. Consequences can be severe if any harassing behavior continues. Harassment is any unwanted physical, verbal, or sexual words, actions, or behaviors that has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communication is illegal and will result in appropriate corrective action. Harassment is defined by the victim.

Any student who believes they are a victim of harassment should contact an administrator as soon as possible after the incident. The incident shall be investigated in a timely manner by the administrator. The administrator will take corrective action when appropriate. This corrective action may include verbal or written warning, a Cease and Desist Contract, suspension or expulsion.

## **Sexual Harassment**

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment.

**PLEASE UNDERSTAND:** A LOT of what you hear on TV or in current music is **NOT** OK to convey at our school or a job site. Statements that reference another person's physical attributes or are suggestive or sexual in nature are not appropriate at school or at a job. These types of remarks will cause you to lose your job in the future and are absolutely not appropriate at school. This interferes with other's rights to a safe and comfortable learning and work environment. PLEASE be careful with what you say to others! This type of action can carry very severe consequences. Make good choices for your words!

## **Drugs and Alcohol**

Violators will be referred to the Albany Police Department and will be referred to diversion or an expulsion hearing. The school district prohibits use, possession of or being under the influence of a controlled substance or alcohol as well as possession of drug paraphernalia on or near school premises or at any school-sponsored activity. The school will investigate when there is reasonable suspicion that a student is in violation of this regulation. The appearance of being under the influence of a controlled substance or alcohol is among reasons that may be considered sufficient to establish reasonable suspicion.

**NOTICE:** *The Albany Police Department have added a drug recognition dog to their team, and we will be working in conjunction with APD to utilize the dog's skills on our campus during the school year. Part of zero tolerance is being diligent in making sure that drugs are not on our campus. The dog's indication of the presence of drugs creates reasonable suspicion to search.*

## **Campus Litter Expectations**

South Albany High School's campus is continuously being maintained and upgraded at great expense. Please help keep our campus clean and safe by picking up after yourself when eating. Students demonstrate pride in our school and on our campus by being responsible for their own litter. It is an expectation that our students do their part to keep our campus clean. While we never wish to close down sections of the campus, that is a possibility if litter becomes an issue in a particular area.

The entire PRIDE program that is an integral part of our school culture started when students determined that their own campus was a mess and they wanted to find ways to clean it up. It is our hope that each person on campus will help with this issue and have pride in the appearance of our campus.

See Student Conduct and Discipline for consequences for students who choose to litter.

## Student Computer Expectations

### Expectations:

School computers are primarily here to support the curriculum. While using computers, it is very important that students use the equipment in an appropriate manner. Therefore, students may not do the following: play games, use chat rooms, dating services, etc., use E-mail during class time without teacher permission for educational purposes, print non-curriculum related material, willfully delete files, change computer passwords or default settings, download inappropriate materials, type in profane and/or obscene language, and access pornographic sites or information.

### Consequences:

Inappropriate use of school district computers and particularly internet misuse is a serious offense, and consequences could include restriction of the use of school computers, detention, Saturday Success Academy, suspension, and with continual issues or severe issues, even referral for expulsion. This is a very important area to make good decisions and consider the consequences of a poor choice.



## Cell Phone and Electronic Devices

Most recording and sound player systems are a distraction to the educational climate we work hard to create at South Albany High School. Additionally, we **cannot guarantee the security** of personal items brought to school. iPods, Cell Phones, and MP3 Players are the most lost item reported at school and to APD. While we understand how important some of these electronic devices are to our students, it may be best to leave them home to avoid risk of loss and to help students focus. In the event students chose to bring these devices to school, we have the following policy:

### **School Policy for cell phones and other electronic devices (iPods, MP3, etc.):**

- Devices **MAY be used** between classes, at lunch, before/after school in an appropriate manner.
- Devices **Are NOT** to be used **during scheduled class** times – in classroom, hallway, restroom, outdoors (Going to the restroom to text someone is **NOT** an appropriate response to the rules).
- Devices are **NOT** to be used as a calculator or other device in class without direct teacher permission.
- Personal music devices are **NOT to be used at any time** in the classroom without direct teacher permission.
- Headphones, ear buds, etc. are to be **put away – out of sight** during class time.
- A **“Phone Day Use”** pass may be obtained from the front office for family emergencies.

## Inappropriate Electronic Device Use Consequences

Staff members who see inappropriate use of electronic devices will confiscate the item(s). The item will be taken to the front office when the teacher has an appropriate moment later in the day where violations are tracked and recorded.

- **IMPORTANT:** All electronic device violations accumulate **TOGETHER** – if a cell phone is confiscated and then an iPod were confiscated, that would be TWO violations.
- **Failure to forfeit the device** to a staff member is considered “**defiance**,” which carries significantly increased negative consequences, including suspension from school. **PLEASE** give up the item, and if you have concerns, speak to an administrator about the situation to resolve concerns in an appropriate manner.



## Our Student Discipline Philosophy

The intention of a school discipline program is encourage appropriate behavior. However, when inappropriate behavior occurs, we will work with students to change those inappropriate behaviors. You will see some areas where the consequences are fairly severe. These areas include anything that might jeopardize the safety of students or staff. This includes violence, substance abuse, vandalism, and similar situations.

Behaviors that are non-threatening to school safety have more flexibility in consequences. We understand that students are growing and some will make mistakes. The idea is that if they make a mistake, it shouldn't happen repeatedly. The consequences must be costly enough to change the student's focus and allow him/her to consider making better choices. For example, what keeps a person from driving 100 miles per hour on the road? While there may be other factors, one factor is the consequence of getting “caught” and the outcomes from these consequences (fines, insurance costs, drivers license, etc.). The same is true with our students. The consequence needs to be significant enough to help change behavior but is not intended to be punitive.

If students repeatedly violate the same rule, this moves from being a violation of a rule to the student simply being defiant. Defiance is a very broad category that must carry a heavier consequence to change habits. Our intent is to help them change the habits that could be detrimental to them in the future. If we allow students to skip school, be tardy, be disrespectful, or other such behaviors, we are not setting them up for success in their future jobs and relationships. Our intent is not about “punishing” but is rather about helping students form appropriate habits and character to be successful employees and citizens.

We are open to talk with parents at any time about situations and consequences. We would appreciate a professional approach to a situation involving your child and consequences that have been assigned, and we are always willing to explain our process and the reasoning behind our decisions. I think you will find all our administrators willing to work with you. We hope you will feel comfortable asking any of our administrative team questions so that we can work together for the best outcome possible for your child.

***Thanks in advance for your understanding and cooperation --- Principal Brent Belveal***

# STUDENT CONDUCT AND BEHAVIOR

## 1. Inappropriate and Defiant Behaviors

<i>Student Action</i>	<i>Brief Description</i>	<i>Consequence Range</i>
<p><b>Defiance</b> All students are expected to respond appropriately to supervisors and to do either as directed or to stop behaviors that are violations of school conduct. Behaviors contrary to this expectation are considered "Defiance."</p>	<ul style="list-style-type: none"> <li>• Inappropriate actions that are repeated</li> <li>• Refusal to follow the reasonable request of a staff member</li> <li>• Disrupting class</li> <li>• Failure to serve consequences as assigned</li> <li>• Defying the authority of supervising adults</li> </ul>	<p>Consequences will vary, depending on the level of defiance and action necessary to change student behavior. A student with a history of defiance will receive a greater consequence. Any of the following consequences might be assigned:</p> <ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Detention - SSA</li> <li>• Suspension</li> <li>• Expulsion.</li> </ul> <p>Many behaviors can become "defiance" if repeated.</p>
<p><b>Automobile and Parking Misuse</b> Students are expected to follow the safety, parking, and permit (\$5) rules to have the privilege of driving/parking on our campus.</p>	<ul style="list-style-type: none"> <li>• Exceeding speed limit - 5 MPH in parking lots &amp; 20 MPH on surrounding school streets</li> <li>• Loitering in or around cars in the parking lot</li> <li>• Parking in staff, visitor, safety zone, or handicapped area</li> <li>• Parking in the pool parking lot</li> </ul>	<ul style="list-style-type: none"> <li>• Conference.</li> <li>• Behavior contract.</li> <li>• Assigned Detention - Suspension.</li> <li>• Short term loss of parking privilege.</li> <li>• Long term loss of parking privilege.</li> <li>• Vehicles can be towed with the cost being assigned to the student.</li> <li>• Repeated issues become "Defiance."</li> </ul>
<p><b>Bus Misconduct</b></p>	<p>Failure to follow instructions of the driver or adult supervisor, causing damage, or creating safety concerns</p>	<ul style="list-style-type: none"> <li>• Conference and behavior contract.</li> <li>• Loss of bus privilege.</li> <li>• Assigned Detention - Suspension.</li> <li>• Expulsion for extreme situations.</li> </ul>
<p><b>Cell Phone or other electronic device misuse</b></p>	<p>All electronic devices are to be off and away during class meeting time unless express teacher permission is given.</p> <p>An emergency cell phone use pass may be requested from an</p>	<p><u>1st Violation:</u> Confiscation by staff <u>2nd Violation:</u> Confiscation of staff. Treated as defiance.</p> <p>Refusal to give cell phone to teacher/administrator will result in suspension.</p>

	<p>administrator.</p> <p>Refusal to give cell phone to teacher/administrator is defiance.</p> <p>Note: All violations (phone, iPod, etc.) are cumulative.</p>	
<b>Computer Misuse</b>	<p>Students are expected to use computers appropriately for school-related needs. Other uses are prohibited. Any type of tampering either physically or electronically is prohibited. Accessing pornography or other inappropriate materials is a violation.</p>	<ul style="list-style-type: none"> <li>• Parent contact and loss of computer access.</li> <li>• Extreme or repeated misuse could result in suspension or expulsion from school.</li> </ul>
<b>Consequences not served</b>	<p>Failure to attend assigned lunch or early release detention, in-school suspension, or Saturday School.</p>	<ul style="list-style-type: none"> <li>• Communication is the key if we need to reschedule.</li> <li>• Consequences will escalate and be considered defiance when repeated.</li> <li>• Detentions-suspension.</li> </ul>
<b>Dress Code Violation</b>	<p>Students are expected to wear modest clothing that does not “distract from the educational opportunity of others.” Please reference SAHS dress code for specifics.</p>	<ul style="list-style-type: none"> <li>• Conference and change into appropriate clothing.</li> <li>• Repeated violations is considered defiance and consequences increase.</li> </ul>
<b>Gambling</b>	<p>It is illegal for students to gamble. Games of chance or betting games are not allowed. Any activity where betting or financial gain is made through chance.</p>	<ul style="list-style-type: none"> <li>• Conference and behavior contract with potential for suspension/expulsion in severe situations.</li> <li>• Repeated violations would be considered defiance.</li> </ul>
<b>Inappropriate or Reckless Behavior</b>	<p>Pushing, shoving, poking, chasing, physical contact during horse play, taking of others’ possessions, keep-a-way.</p> <p>When behavior rises to threatening or fight posturing, or the actions lead to a fight, it will be viewed as a fight.</p>	<ul style="list-style-type: none"> <li>• Conference and behavior contract.</li> <li>• Assigned in-school consequences (detention, in school suspension)</li> <li>• Assigned out-of-school suspension.</li> </ul>



<p><b>Littering</b></p>	<p>We expect students to pick up after themselves and help keep our campus clean.</p>	<ul style="list-style-type: none"> <li>• Conference and behavior contract.</li> <li>• Loss of free time during social times.</li> <li>• Campus clean up activity.</li> <li>• Continued issues would be considered defiance.</li> </ul>
<p><b>Offensive Language</b></p>	<p>Profanity, obscene language or behaviors</p> <ul style="list-style-type: none"> <li>• Profane or obscene language directed at a person will result in suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference and up to suspension for the remainder of the day.</li> <li>• Repeated violations will result in suspension.</li> <li>• Continued issues would be considered defiance.</li> </ul>
<p><b>Property Damage</b></p>	<p>Willfully damaging school property including books, desks, restrooms, hallways, lockers, planters, doors, etc.</p>	<ul style="list-style-type: none"> <li>• Student repair or replacement at a minimum.</li> <li>• Suspension.</li> <li>• Severity or repeated violations will lead to expulsion.</li> </ul>
<p><b>Public Display of Affection</b></p>	<p>Students are expected to maintain modest behavior while on campus -- particularly related to physical contact.</p> <p>Inappropriate or excessive physical contact is not permitted. This includes, but is not limited to, sitting/laying on laps, prolonged kissing, suggestive touching/actions, hands/face/feet etc. in private or genital areas of other students.</p>	<ul style="list-style-type: none"> <li>• Conference and behavior contract.</li> <li>• Parent contact and additional consequences, depending on severity that may include loss of privilege, such as breaks and lunch, detention, suspension.</li> <li>• Repeated violations are considered "Defiance."</li> </ul>
<p><b>Riding Devices on campus</b></p>	<p>Students are expected to carry and store their boards, skates, toys, bikes, or similar device when at school. No "rides" are allowed on campus.</p> <p><u>Skateboards</u> are NOT to be carried during the day. Boards are to be stored in lockers or in the main office.</p>	<ul style="list-style-type: none"> <li>• Warning and confiscation of the item until end of the day.</li> <li>• Parent/Guardian conference and additional consequences.</li> <li>• Loss of privilege.</li> <li>• Repeated offenses will be classified as defiance.</li> </ul>

## 2. Drugs, Alcohol, Tobacco, Look-A-Likes, and Related Violations

<i>Student Action</i>	<i>Brief Description</i>	<i>Consequence Range</i>
<p><b>Possession of Drugs, Alcohol, or Tobacco, Paraphernalia</b> (as well as similar products)</p>	<p>Students are not allowed to possess any item related to drugs, alcohol, or tobacco or products of similar nature.</p> <p>This includes but is <u>not limited to</u> lighters, matches, pipes, vapor pens, homemade devices, undocumented medical containers, vials, clips, inhalant devices, products with inhale-able gases.</p> <p>Student will be referred to APD.</p>	<ul style="list-style-type: none"> <li>• Confiscation, search, and investigation.</li> <li>• Parent contact and referral to proper authorities as appropriate.</li> <li>• Suspension and expulsion.</li> </ul> <p><b>Students who refuse to cooperate are automatically referred for expulsion.</b></p>
<p><b>Possession or use of Tobacco, Nicotine, or similar products including but not limited to e-cigarettes, vapor pipes/pens, hookah pipes/pens, or any other similar products.</b></p>	<p>Smoking, chewing, possessing, selling, buying, transmitting, distributing or otherwise using tobacco or nicotine products on or near school or while attending any school event is prohibited and illegal.</p> <p>Student will be referred to APD.</p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup>--3 day suspension, referral to proper authorities</li> <li>• 2<sup>nd</sup>--5 day suspension and referral to proper authorities</li> <li>• Additional violations would be considered defiance and would require significant consequences.</li> </ul> <p><b>Students who refuse to cooperate are automatically referred for expulsion.</b></p>
<p><b>Possession, possession by consumption, or any type of use or possession of Alcohol, Marijuana, inhalants, non-prescribed prescription drugs, and similar products on or near campus</b></p>	<p>It is illegal for students use or be in possession of alcohol, marijuana, prescriptions drugs, inhalants, in any form. This includes possession by consumption as well as physical possession.</p> <p>Student will be referred to APD.</p>	<ul style="list-style-type: none"> <li>• Suspension, pending either an Expulsion or Diversion agreement.</li> <li>• 2nd offense or failed diversion will result in expulsion.</li> </ul> <p><b>Students who refuse to cooperate are automatically referred for expulsion.</b></p>
<p><b>Distribution of any illegal substance or related paraphernalia on or near</b></p>	<p>It is illegal for anyone to provide or distribute illegal substances to our students.</p>	<ul style="list-style-type: none"> <li>• Immediate suspension pending an expulsion hearing.</li> </ul>

<b>campus</b>	<p>This includes but is not limited to tobacco, alcohol, marijuana, prescription drugs, and any other illicit substance or related paraphernalia.</p> <p>Student will be referred to APD.</p>	<ul style="list-style-type: none"> <li>• Behavior contract required upon future return to school, which is not limited to but would include random searches.</li> </ul> <p><b>Students who refuse to cooperate are automatically referred for expulsion.</b></p>
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### 3. Academic Concerns

<b>Altering School Records</b>	<p>Changing grades in any way that does not represent the students actual work.</p>	<ul style="list-style-type: none"> <li>• Conference, investigation, contract, potential suspension</li> <li>• Repeated occurrences or significant issues could result in referral for expulsion</li> </ul>
<p><b>Academic Integrity Violations (Cheating)</b></p> <p><i>This continues to be a point of emphasis as we work to help students learn how to appropriately utilize electronic resources</i></p>	<p>Using another person's work as your own work in ANY form.</p> <p><i>*This could include but is not limited to copying another student's work, changing the name on a paper and claiming it, plagiarism from the Internet or other sources, not citing sources appropriately when using another author's work, or using an electronic device to gain advantage in an academic environment.</i></p>	<ul style="list-style-type: none"> <li>• Student receives a "0" on the assignment or test, referral to an administrator, and very likely required to complete an alternative activity to ensure accountability.</li> <li>• Behavior contract</li> <li>• Removal from class.</li> <li>• Repeated offenses will carry the same consequences as above but may cause loss of opportunities to take some course work or work on own.</li> </ul>
<b>Forgery or Dishonesty</b>	<p>Forging a note or pass, lying to staff, refusing to identify yourself, giving a false name, lying about schedule, having someone falsely call in an excuse, etc.</p>	<p>Depending on the severity of the issue:</p> <ul style="list-style-type: none"> <li>• Conference with Administrator and consequence</li> <li>• Serious or repeated offense could result in suspension.</li> </ul>

## 4. Attendance Concerns

<p><b>Failure to check out</b></p>	<p>All students are required to check out and be cleared by Mrs. MIsna in the Attendance Office prior to leaving school during their school day.</p>	<ul style="list-style-type: none"> <li>• Conference and clarification; consequence could also be applied.</li> <li>• Repeated issues would be considered “Defiance.”</li> </ul>
<p><b>Off campus without permission</b></p>	<p>South Albany is a closed campus (including parking lots) unless the student is a Junior or Senior with specific permission and the correct pass in his/her possession identifying their privileges.</p> <p>Student safety is our primary concern as well as our concern for the potential for poor choices being made when students are unsupervised.</p>	<ul style="list-style-type: none"> <li>• A search will be conducted to ensure that nothing is being brought onto campus that could be a safety concern.</li> <li>• Consequences can range from a series of lunch detentions to suspension, depending on the situation.</li> <li>• If there are any safety concerns or illegal substances, this is a separate consequence.</li> </ul>
<p><b>Suspension or In-School Suspension NOT served as assigned</b></p>	<p>Student refuses to leave campus or returns to campus while suspended or does not show up as assigned to In-School.</p>	<ul style="list-style-type: none"> <li>• Student will be suspended from school for failure to attend ISS.</li> <li>• Authorities will be contacted and student potentially charged with trespass if on campus when suspended.</li> </ul>
<p><b>Tardiness</b></p>	<p>Students are expected to be in the classroom and ready to work when the tardy bell rings.</p>	<ul style="list-style-type: none"> <li>• Conference and assignment of lunch detention.</li> <li>• Conference and assignment of additional consequences.</li> <li>• Habitual tardiness will be considered defiance.</li> </ul>
<p><b>Unexplained Absence (Skipping)</b></p>	<p>Students are required to have every class period of absence excused by a parent within 3 days of the absence.</p> <p>Excessive absence will require that the student bring a doctor’s note to excuse absences.</p> <p>Excessive absence will result in referral to the truancy officer and the potential for fines and citations.</p>	<ul style="list-style-type: none"> <li>• Conference and assignment of a consequence to “reclaim” the time missed in class. May include multiple lunch detentions, SSA, attendance contract.</li> <li>• Excessive absences will be reported to the truancy officer for legal consequences, which can include the loss of driving privileges.</li> </ul>

## 5. School Safety and Student Welfare Concerns

<p><b>Arson, Explosives or the threat of these dangers</b></p>	<p>Setting fire or attempting to set fire including making threats verbally, electronically, or through vandalism. Threatening or attempting to use explosives in school including any threat verbally, electronically, or through vandalism.</p>	<ul style="list-style-type: none"> <li>• Referral to the appropriate authorities and suspension pending expulsion. Additional response would be for reimbursement of loss by damage or lost time wages in the event of a threat.</li> </ul>
<p><b><i>Bullying or Harassment All forms including electronic (cyber bullying), intimidation, hate campaigns, face to face, and any other actions that create a negative environment for students.</i></b></p>	<p>Students are not allowed to participate in any form of harassment or bullying—systematic and/or continued unwanted actions.</p> <p><i>We are a Zero Tolerance school -- meaning that we will investigate every <b>reported</b> incident and will work to mediate and solve the problem behind the issues. Students are encouraged to let us know what is going on as we will not know unless we're informed and can't help if we're not informed.</i></p>	<ul style="list-style-type: none"> <li>• Conference, Warning, Mediation, Cease and Desist Agreement, possible additional consequences.</li> <li>• Repeated or severe cases can result in the student being referred for expulsion from school.</li> </ul>
<p><b>Criminal Trespass or Loitering</b></p>	<p>Presence in unauthorized area or refusal to leave school property when directed (includes school events, after hours, weekends, and holidays).</p>	<ul style="list-style-type: none"> <li>• Warning with direct instructions to follow.</li> <li>• Suspension or Expulsion and referral to the appropriate authorities.</li> </ul>
<p><b>False Fire Alarm</b></p>	<p>Intentionally activating a false fire alarm</p>	<ul style="list-style-type: none"> <li>• This is a direct safety violation and will result in suspension with the recommendation of expulsion and referral to the police.</li> </ul>
<p><b>Fighting: Actions that lead to a fight <i>TREATED just like a fight with similar consequences.</i></b></p>	<p>Intentional physical contact with another person with the intent of causing harm</p>	<ul style="list-style-type: none"> <li>• 3 day suspension and police referral</li> <li>• Repeated offences will result in suspension and expulsion and referral to</li> </ul>

		the police.
<b>Fighting: Physical contact</b>	Intentional physical contact with another person with the intent of causing harm	<ul style="list-style-type: none"> <li>• 3 day suspension and police referral</li> <li>• Repeated offences will result in suspension and expulsion and referral to the police</li> </ul>
<b>Fighting: Assault of another student</b>	Intentional physical contact with staff member or supervisory adult with the intent of causing harm	<ul style="list-style-type: none"> <li>• 3-5 day suspension, depending on severity and police referral</li> <li>• Repeated offences will result in suspension and expulsion and referral to the police.</li> </ul>
<b>Fighting: Assault of a staff member or adult</b>	Placing in fear of imminent physical injury by word or conduct.	<ul style="list-style-type: none"> <li>• Suspension pending expulsion and referral to the police.</li> </ul>
<b>Fighting: Verbal Assault (threat of injury/violence) of a staff member or adult</b>	Violating district policy related to gangs -- including clothing, accessories, posturing, threats, group gathering, intimidation, etc.	<ul style="list-style-type: none"> <li>• Suspension pending expulsion and referral to the police.</li> </ul>
<b>Gang related behaviors including attire, actions, posturing, intimidation, etc.</b>	Harassment is defined by the victim, not by the harasser. ANY action that causes a person to feel <u>threatened, belittled, afraid, ashamed, angry, hurt or intimidated.</u> Harassment behavior may include: Verbal aggression, Physical Aggression, Sexual, Racial, Emotional or Intimidation	<ul style="list-style-type: none"> <li>• Conference and confiscation of any item related to gang activity</li> <li>• Additional issues will result in suspension as well as confiscation</li> <li>• Flagrant or repeated issues will result in suspension and expulsion.</li> </ul>
<b>Harassment</b>	Items that would cause an interruption or disruption to the educational process or items that could have safety implications are not allowed on school grounds.	<ul style="list-style-type: none"> <li>• Conference, warning, Cease and Desist order.</li> <li>• A flagrant first offense may result in suspension, recommendation for expulsion, and referral to proper authorities</li> <li>• Repeated issues will result in referral to proper authorities, 3-5 school day suspension, and discretionary referral</li> </ul>

		for expulsion
<p><b>Possession or use of nuisance items</b></p> <p><b>Including but not limited to the following: fireworks, stink bombs, laser lights, inappropriate materials, toys, <u>skateboards other than to/from school</u>, fire starting devices (matches/lighters)</b></p>	Unlawful taking of property or services	<ul style="list-style-type: none"> <li>• Conference and confiscation of items with additional consequences as appropriate, depending on the item.</li> <li>• Significant or repeated issues would result in suspension and potentially expulsion.</li> </ul>
<b>Theft</b>	Intentional or malicious destruction of or damage to school or personal property	<ul style="list-style-type: none"> <li>• By law, the value of the item or items taken will determine the consequence level</li> <li>• Referral to proper authorities, suspension for 3 to 10 days, restitution for the loss or damage.</li> <li>• Repeated occurrences will result in referral for expulsion.</li> <li>• A flagrant first offense -- over \$749 in value, severe or threatening scenario, or extreme circumstances may result in an immediate recommendation for expulsion.</li> </ul>
<b>Vandalism</b>	Using, possessing, buying, transmitting, selling, or displaying any fire arm, stun gun, taser, explosive, knife, noxious or irritant gases, or other implement that has been fashioned with the intent to use, sell, harm, threaten, or harass. This INCLUDES look-a-likes	<ul style="list-style-type: none"> <li>• 3 to 5 day suspension, restitution for damage, and referral to the police. A flagrant or significant damage would result in referral for expulsion.</li> <li>• Repeated offenses would result in referral for expulsion.</li> </ul>
<p><b>Weapons or Explosives</b></p> <p>Note: PLEASE do not bring your pocketknife to school as</p>		<ul style="list-style-type: none"> <li>• Immediate referral to police, suspension pending expulsion.</li> </ul>

in some situations, it could be considered a weapon and result in significant consequences.		
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# Home of the Rebels!

**SOUTH ALBANY HIGH SCHOOL**

**GAPS website: <http://albany.k12.or.us>**

**Office: (541) 967-4522**

**Counseling Office: (541) 967-4533**

**Attendance: (541) 967-4531**



**Athletic Websites: [southalbanyathletics.org](http://southalbanyathletics.org)**

**South Albany High School**