

# RED HAWKS

A group of graduates in red gowns and caps are celebrating, with many raising their arms and looking upwards. Red confetti is falling from the ceiling, creating a festive atmosphere. The graduates are wearing red gowns with yellow stoles and caps. The background shows a large indoor space, likely a gymnasium or auditorium, with bright lights.

## SOUTH ALBANY HIGH SCHOOL

STUDENT AND FAMILY  
HANDBOOK 2019-2020

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

### **RedHawk Nation!**

It's exciting to be starting a new school year, and I wanted to personally welcome you back to South Albany High School for an amazing year. We are implementing several exciting new programs, and you will want to be aware of a few things. My hope with this letter is to give you some very important updates and help you have a successful start to the 2019-20 school year.

Our new Mission Slogan is Take FLIGHT: Family, Learning, Inclusion, Growth, Hope, and Transformation. We as a school, truly believe in all of these values and believe that every student has the right to a great education and become the best person that they can be. We promise to always give our best to your students and to the South Albany community! It's truly a GREAT time to be a RedHawk!

**FLIGHT Teams:** We have made a change to our advisory class, which was previously known as PRIDE. The advisory class will now be named FLIGHT Teams and students will have a mentor teacher who will be with them throughout their high school career. The three areas that will be highly focused within FLIGHT Teams are Academics, College and Career Readiness, and CharacterStrong program.

**CharacterStrong Program:** The research shows that when a school takes time to cultivate a culture of character and develop social-emotional skills, grades go up and bad behavior goes down. It makes sense - when kids feel safe and supported, they perform better and want to be there. When students learn the value of kindness, service, and empathy, they don't just walk out of school being competent at math and science - they walk away being capable, compassionate people. South Albany High School is beyond excited to implement CharacterStrong. The trainings will help our educators infuse character and social-emotional learning into the daily fabric of any classroom on our campus. The curriculum focuses on character development in order to help students cultivate social-emotional skills, their emotional intelligence, and help them develop a stronger identity and purpose in school and in the world.

**AVID:** Over the course of the last 5 years, AVID has continued to make a massive impact on our campus. Our staff members and your students have worked to perfect the AVID system so that all students have a chance to be successful! This year, we became the 1st high school in the State of Oregon to become an AVID National Demonstration Site. We want to thank our staff, our students, and the South Albany community for their support. South Albany High School is now in the top 3% of all AVID schools in the United States, and we are on our way to becoming one of the best high schools in the State of Oregon.

Sincerely,  
Principal Munoz

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**FAMILY, LEARNING, INCLUSION,  
GROWTH, HOPE, TRANSFORMATION**



## FAMILY

*SUPPORTING AND  
CHEERING ON ONE  
ANOTHER*



## SCHOOL

*REACHING FOR NEW  
HEIGHTS*



## COMMUNITY

*TOGETHER WE  
ARE BETTER*

# BELL SCHEDULE

## Monday

0	6:50 - 7:35 (45)
<b>Rover</b>	<b>7:40 - 8:35 (55)</b>
2	8:40 - 9:35 (55)
Flight	9:40 - 10:15 (35)
Nutrition	10:15 - 10:30 (15)
3	10:30 - 11:25 (55)
4	11:30 - 12:25 (55)
Lunch	12:25 - 1:00 (35)
5	1:05 - 1:50 (45)
6	1:55 - 2:50 (55)

## Tuesday

0	6:50 - 7:35 (45)
1	7:40 - 8:35 (55)
<b>Rover</b>	<b>8:40 - 9:35 (55)</b>
Flight	9:40 - 10:15 (35)
Nutrition	10:15 - 10:30 (15)
3	10:30 - 11:25 (55)
4	11:30 - 12:25 (55)
Lunch	12:25 - 1:00 (35)
5	1:05 - 1:50 (45)
6	1:55 - 2:50 (55)

## Early Release (Wednesday)

0	6:50 - 7:35 (45)
1	7:40 - 8:35 (55)
2	8:40 - 9:35 (55)
Flight	9:40 - 10:15 (35)
Nutrition	10:15 - 10:30 (15)
<b>Rover</b>	<b>10:30 - 11:25 (55)</b>
4	11:30 - 12:25 (55)
Lunch	12:25 - 1:00 (35)
5	1:05 - 1:50 (45)
PLC	1:55 - 2:50 (55)

## Thursday

0	6:50 - 7:35 (45)
1	7:40 - 8:35 (55)
2	8:40 - 9:35 (55)
Flight	9:40 - 10:15 (35)
Nutrition	10:15 - 10:30 (15)
3	10:30 - 11:25 (55)
<b>Rover</b>	<b>11:30 - 12:25</b>
Lunch	12:25 - 1:00 (35)
5	1:05 - 1:50 (45)
6	1:55 - 2:50 (55)

## Friday

0	6:50 - 7:35 (45)
1	7:40 - 8:35 (55)
2	8:40 - 9:35 (55)
Flight	9:40 - 10:15 (35)
Nutrition	10:15 - 10:30 (15)
3	10:30 - 11:25 (55)
4	11:30 - 12:25 (55)
Lunch	12:25 - 1:00 (35)
5	1:05 - 1:50 (45)
6	1:55 - 2:50 (55)



# Q'S AND A'S ABOUT SA

## **What if you are absent?**

Have your parent/guardian call the attendance line (541-967-4531) between 7:00-4:00 pm the day of your absence. Provide parent/guardian note or have parent call Ms. Mlsna to pre-arrange future absences. MUST BE within 3 days of absence by law.

## **Late to school or need to leave early due to illness or an appointment?**

See Ms. Mlsna in the attendance office.

## **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.

## **Are more than 10 minutes late to class during the day?**

Check in with Ms. Mlsna and realize there may be a consequence if the tardy or absence is not excused.

## **Need lunch program information?**

Please go to the front counter in the Main Office and see Ms. Victorio.

## **Having a locker issue?**

Please go to the front office and see Ms. Victorio.

## **Need a parking permit to drive to school and park?**

See a secretary in the Main Office.

## **Have a lost ID card or need a replacement?**

See Mrs. Sparks in the Counseling Office.

## **Need to report a theft?**

Go to the Attendance office and see who is available -- Your Asst. Principal, Dean of Students, or School Resource Officer.

## **Have a problem with another student?**

See your counselor, Dean of Students, your Asst. Principal, or the School Resource Officer.

## **Have a campus behavior issue?**

See your Asst. Principal, Dean of Students, or Counselor.

## **Need information on planning for after high school?**

Schedule a time in the Career Center.

## **Need information on colleges or scholarships?**

Go to the Career Center.



# SOUTH ALBANY HIGH SCHOOL

## ADMINISTRATION AND STAFF HELP DIRECTORY

### Administration

<b>Nate Muñoz</b> .....	<b>Principal</b> School Policy and Planning, Budget, Facilities, Technology, Transfers, School Partnerships & Relations, School Communications, Athletics, Activities, and Clubs, Student Government & Leadership, Professional Learning Communities, Professional Development, AVID, and Observation and Evaluation
<b>Julie Foster-Teeter</b> .....	<b>Assistant Principal</b> Counseling, Career Center, Master Schedule, Credit Recovery, Graduation Success, Instructional Improvement, AVID, Discipline/Attendance, (S-Z)
<b>Gina Ayers</b> .....	<b>Assistant Principal</b> Community Outreach, Instructional Improvement, AVID, Discipline/Attendance-(M-R)
<b>Richard Shaw</b> .....	<b>Assistant Principal</b> Supervision Plans, Instructional Improvement, State Testing Coordinator, Discipline/Attendance-(A-F)
<b>Jason Platt</b> .....	<b>Athletic Coordinator</b> Athletic Department Operations, Game Management, Scheduling, School Calendar
<b>Chad Angel</b> .....	<b>Dean of Students and Construction Advisor</b> CTE, Construction, Attendance, Discipline, Supervisor, (G-L)
<b>Leah Guilford</b> .....	<b>Office Manager</b>

### Athletics

<b>Jason Platt</b> .....	<b>Athletic Coordinator</b>
<b>Nate Munoz</b> .....	<b>Athletic Principal</b>
<b>Taylor Schroeder</b> .....	<b>Athletic Trainer</b>
<b>Amy Fraizer</b> .....	<b>Athletic Secretary</b>

### Counseling

(541-967-4533)

<b>Vickie Sparks</b> .....	<b>Counseling Secretary</b>
<b>Robin Chipman</b> .....	<b>Registrar</b>
<b>Bryce Bennett</b> .....	<b>(A-F &amp; Department Chairperson)</b>
<b>Ashley Hodges</b> .....	<b>(G - L)</b>
<b>Joyce Hall</b> .....	<b>(M - R)</b>
<b>Shanda Hochstetler</b> .....	<b>(S - Z)</b>

### BAT Team and Academic Support Staff

<b>Laura Mlsna (541-967-4531)</b> .....	<b>Attendance Secretary</b>
<b>Courtney Marstall</b> .....	<b>Graduation Success Coach/Head Cheer Coach/Head Dance Coach</b>
<b>Tim Matuszak</b> .....	<b>Assistant Dean of Students/Webmaster/Head Basketball Coach</b>
<b>Edward Trudell</b> .....	<b>Campus Support</b>
<b>Ashley Custis</b> .....	<b>Campus Support</b>
<b>Brandon Neal</b> .....	<b>Graduation Success</b>
<b>Melissa Tomaz</b> .....	<b>Junior/Senior Seminar and Red Zone Coffee Shop</b>

# SOUTH ALBANY HIGH SCHOOL

## ADMINISTRATION AND STAFF

### HELP DIRECTORY

#### South Albany Teaching Staff

Allison, James.....	Spanish
Anderson, Christy.....	Theater Arts
Angel, Kelle.....	Department Chair/Leadership/Social Studies/Head Volleyball Coach
Badger, Brian .....	Special Programs
Bartlett, Branson.....	Art/Head Cross Country Coach
Braman, Melissa.....	Speech Therapist
Carrillo, Melissa.....	ELD/Dual Language
Chadd, Rebecca.....	Spanish
DeYoung, Brett .....	Director of Choirs
Dilbone, Lisa.....	Physical Education/Department Chair
Donaldson, Tami.....	Mathematics
Farver, Trish.. ..	Language Arts/Annual/Journalism/Newspaper
Farris, Cameron.....	Special Programs
Garrow, Holly.....	Science
GaVette, Amanda .....	Physical Education/ AVID/AVID Coordinator
GaVette, Justin .....	AVID/Social Studies/Co-Head Track Coach
Gilliam, Michael.....	Mathematics
Gisler, Katie.....	Language Arts/AVID/Department Chair
Gold, Brian.....	Language Arts
Gray, Matthew.....	Special Programs/Department
Halstead, Margaret.....	Science
Hannigan, John.....	Spanish/World Languages Department Chair
Henkel, Jason.....	Physical Education/Health
Hilkey, Brian .....	Mathematics/Department Chair
Hummer, Steve.....	Social Studies
Johnson, Brandon .....	AVID/Social Studies/Debate
Jones, Kathleen.....	Science
Keefer, Phillip.....	Language Arts
Kidd, Brad.....	Freshman Success/Physical Education/Health/Head Baseball Coach
Kramer, Ben.....	Health/FLIGHT
Leahy, Patrick.....	Language Arts/Speech and Debate
Leeper, James.....	Military and Leadership
Lindsay, Deborah .....	German
Lipke, Elyse .....	Mathematics
Louber, Jeff.....	PRIDE/Science/Co-Head Track Coach
Lovejoy, Dana.....	Mathematics
Lynde, Chris.....	Science
Maier, Joanne .....	Special Programs
Mehlhoff, Hillary.....	Family and Consumer Studies
Miles, Amanda.....	Apple Coding/Digital Arts and Digital Photography
Neuschwander, Nate .....	Social Studies/Head Girls Golf Coach
Nockles, Alina.....	Mathematics
Northern, Tammy.....	Science
Palmer-McGowan, Chelsea.....	Language Arts
Paniagua, Colorado .....	Study Skills/Freshman Success/Director of Bands
Peck, Chad.....	Language Arts
Peterson, Andrew.....	Woods/Applied Algebra/Freshman Success/PE/Head Wrestling Coach
Phaly, Duece.....	Mathematics
Pierce, Vanessa .....	Mathematics
Reimer, Melissa.....	Admin Intern/Language Arts
Reinhart, Tod .....	Testing Coordinator/Credit Recovery
Saxe-O'Brien, Laura.....	Science
Schneiter, Hans.....	Science
Schofield, Craig.....	Social Studies
Schroeder, Taylor.....	Health

# SOUTH ALBANY HIGH SCHOOL

## ADMINISTRATION AND STAFF HELP DIRECTORY

Shields, Eric.....	Language Arts
Spencer, Angela.....	Language Arts/AVID/AVID Coordinator
Sprinkle, Daniel.....	Structured Support
Streng, Carla .....	Science/Science Department Chair
Swearinger, Scott .....	Culinary Arts
Thibert, Jennifer .....	AVID/Health
Tierney, Kelly.....	Special Programs
Vandermeer, Tony.....	Social Studies
VanVeldhuizen, Lisa.....	AVID/Pre-FLIGHT, Language Arts
Vasquez, Juan.....	ELD/Spanish
Webb, David.....	Special Programs
West, Matt .....	Vocational Education/Construction/Metals
Whitworth, Kaylee.....	AVID/Mathematics
Wieland, Adam.....	Special Programs
Winn, Andy .....	Leadership/Social Studies/Head Boys Tennis Coach
Younger, David.....	Physical Education/Heath/Head Football Coach

### Support Staff

Adams, Justin.....	Personal Care Assistant
Cockman, Jeff.....	CTE Support
Davalos, Rosa.....	Outreach and Engagement Coordinator
Duran, Robert.....	Personal Care Assistant
Evans, Christy .....	Personal Care Assistant
Fandrem, Ken.....	School Resource Officer
Graham, Sharon.....	Personal Care Assistant
Guzman, Rich.....	FACT
Jensen, Jessica.....	Production Center
Kleinle, Linda.....	Personal Care Assistant
Lindberg, Leisa.....	Personal Care Assistant
Luckman, Chris.....	Supported Educational Assistant
Mackinder, Jeff.....	Technology Coordinator
Massey, Sara.....	TRILLIUM
Mintken, Mary.....	Personal Care Assistant
Richmond, Jessi.....	CTE Support
Ridders, Jenny.....	Special Education Secretary
Rimer, Bobbie.....	Front Office Receptionist
Sawyer, Katelyn.....	College and Career Coordinator
Smith, Alicia.....	Basic Skills
Stephens, Bill.....	Special Education Assistant
Stovall, Sharon.....	Supported Educational Assistant
Swensen, Michelle .....	Clerical Specialist/Library
Veit, Shannon.....	Financial Secretary
Victorio, Olivia.....	Front Desk Secretary
Viscarrett, Mario.....	Bilingual
Warner, Sharon.....	Supported Educational Assistant
Young, Alisha.....	Transition Specialist
Zoellner, Rose.....	RedHawks Rising/Link

### Custodial Staff

Belcastro, Kelli .....	Head Custodial
Hesse, Tracy	
Kleyn, Yelena	
Spaulding, Glen	
Wall, Michael	



# SOUTH ALBANY HIGH SCHOOL

## ADMINISTRATION AND STAFF

### HELP DIRECTORY

#### Food Service

Robinson, Laurie .....Food Service Managers  
 Food Service Assistants: Anderson-Gregg, Lori Baron, Miles Briggs, Jessica Darling, Eyvonne Fitzwater, Kelsey Hayes, Joanne Kumar, Nandini Longton, Mellissa Mosely, Lynette Poole, Jessica Putnam, Dena Reid, Richard (van driver) Rodgers, Lynn Rogers, Zenobia Ross, Becky Scheler, Patty Van Walk, Kevin (van driver)

#### Help Directory

Activities .....	Nate Muñoz, Jason Platt
Advanced Placement Program.....	Julie Foster-Teeter
Annual .....	Trish Farver
Athletics, including Scheduling/Grounds and Facilities.....	Coaches Jason Platt/Nate Muñoz
Attendance.....	Chad Angel/Richard Shaw
Attendance Policy and Waivers .....	Richard Shaw/Nate Muñoz
Band .....	Colorado Paniagua
Bilingual Education/ELD.....	Melissa Carrillo/Juan Vasquez
Budget .....	Nate Muñoz
Campus Supervision Coordinator.....	Chad Angel
Career & Employment Center .....	Katelyn Sawyer
Child Development, Cadet Teaching .....	Hillary Mehlhoff
Class Advisor (all grades).....	Andy Winn
Computer Technology.....	Nate Muñoz
Daily Operation of School.....	Nate Muñoz
Drama.....	Christy Anderson
Elementary Mentor.....	Jennifer Thibert, Jeff Louber
Facility Use .....	Leah Guilford and Jason Platt
FACT.....	Rich Guzman
Forensic (Speech & Debate).....	Patrick Leahy/Brandon Johnson
Fund Raisers.....	Jason Platt/Nate Muñoz
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 .....	Nate Muñoz
Parent Communications.....	Nate Muñoz/Leah Guilford
Parking, Student/Vehicle Registration .....	Richard Shaw
Credit Recovery Options.....	Julie Foster-Teeter/Counselors
Registrar .....	Robin Chipman
Scheduling, Student/Master Schedule .....	Nate Muñoz/Julie Foster-Teeter/Bryce Bennett
School/Community Relations .....	Nate Muñoz
Sentry/Student Newspaper .....	Trisha Farver
Site Council Chairperson.....	Deborah Lindsay
Special Education/504 Coordinator .....	Nate Muñoz/Counselors
TAG Program.....	Julie Foster-Teeter
Technology Coordinator.....	Nate Muñoz
Transfers, In-District/Inter-District.....	Nate Muñoz
Volunteer Coordinator.....	Leah Guilford
Webmaster.....	Tim Matuszak



# SOUTH ALBANY REDHAWK PRIDE



CREATING A  
SCHOOL WE  
CAN BE  
PROUD OF

EST. 2008

## PERSEVERANCE

I Will...

NEVER GIVE UP, AND I  
WILL OVERCOME  
OBSTACLES

In the classroom, I  
will...

BE ACTIVELY ENGAGED  
ASK FOR HELP  
BE WILLING TO LEARN  
FROM MY MISTAKES

On campus, I will...

BE PATIENT  
BE KIND  
HELP OTHERS

During school  
activities, I will...

BE INVOLVED  
ATTEND EVENTS  
HAVE FUN  
BE POSITIVE

## RESPECT

I Will...

VALUE MYSELF AND OTHERS  
In the classroom, I  
will...

USE APPROPRIATE LANGUAGE  
INTERACT APPROPRIATELY WITH  
PEERS

APPRECIATE OTHERS, THEIR  
SPACE, AND PROPERTY  
BE OPEN TO LEARN FROM ALL  
PEOPLE AND CULTURES.

On campus, I will...

BE COURTEOUS  
MOVE TO THE SIDE TO TALK  
ENTER AND EXIT OUT THE  
RIGHT DOOR.

During school  
activities, I will...

SUPPORT THE PARTICIPANTS  
AND THEIR EFFORTS  
LIMIT SIDE CONVERSATIONS

## INTEGRITY

I Will...

PRACTICE HONESTY,  
DIGNITY, AND COURAGE

In the classroom, I  
will...

FOLLOW CLASSROOM  
RULES  
DO MY OWN WORK  
TELL THE TRUTH

On campus, I will...

BE WILLING TO APOLOGIZE  
BE FORGIVING  
AVOID ASSUMPTIONS  
ABOUT OTHERS  
WELCOME NEW PEOPLE

During school  
activities, I will...

ACT WITH CLASS  
TREAT ALL PEOPLE WITH  
RESPECT AND COURTESY.

## DISCIPLINE

I Will...

DO THE RIGHT THING EVEN  
WHEN NO ONE IS LOOKING

In the classroom, I  
will...

BE ON TIME AND PREPARED  
ACCEPT RESULTS OF MY  
ACTIONS  
FINISH MY WORK AND TURN IT  
IN ON TIME

STAY IN CONTROL OF MY  
WORDS AND ACTIONS

On campus, I will...

DO THE RIGHT THING  
LIMIT PDA  
GET TO KNOW OTHER AS  
PEOPLE

During school  
activities, I will...

PLAY BY THE RULES  
DEAL PEACEFULLY WITH  
ANGER  
FOCUS ON THE EVENT

## EXCELLENCE

I Will...

ENCOURAGE MYSELF AND  
OTHERS TO SUCCEED

In the classroom, I  
will...

DO MY BEST  
STRIVE TO IMPROVE DAILY  
RECOGNIZE AND CELEBRATE  
SUCCESSSES

On campus, I will...

LEAVE IT CLEANER THAN I  
FOUND IT  
BUILD A GOOD REPUTATION  
LOOK FOR OPPORTUNITIES TO  
CONNECT

During school  
activities, I will...

POSITIVELY REPRESENT  
MYSELF, MY SCHOOL, AND  
MY COMMUNITY

# 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:

Enter college to receive additional educational training,

Enter a vocational training program at the conclusion of his/her 4 year high school education, or

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
  - E. Earn State 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.

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.
- 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 off campus.
- 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.

## 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.

## 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; and
- 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.). 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.)

Students have approximately 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." 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 FLEX teacher.

Late work from the previous 6-weeks may not be turned in for credit after the Cut-Off Date.

Teachers may communicate with students the opportunity to extend time for particularly large assignments.

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:

1st Semester: October 28, December 6, January 21; 2nd semester: March 13, April 24, June 8

1st Semester Grades: Parent Conferences (October 24-25), December 9, Semester Grades mailed home approximately February 3

2nd Semester Grades: March 16, April 27, Semester Grades mailed home approximately June 15

## 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:

The student must “Exceed” on State tests in Math, Reading and Science and meet in Writing.

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.

The student must have taken at least five semester classes per term.

The student must have attended South Albany High School for their entire senior year.

The student will have behaved in a manner consistent with Greater Albany Public School’s Character Education traits:

The student will have no violations of the South Albany High School cheating policy at or above the Second Offense Level of consequences.

The student will have no major violations of the student conduct code that result in a suspension of five or more days.

The student will be in good standing in the community and at South Albany High School relative to any legal action or disciplinary processes.

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:

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.

The students in the class have the opportunity to receive state or national certification as a result of completing the class.

The course is 200 level or higher in core content taken at a university, college, or community college and offers advanced material not offered at South Albany High School.

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.

**\*\*Any course being considered for weighted GPA must be cleared by SAHS Administration. Weighted grades are only used in determining Val and Sal.**

## 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:

## 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:

- a. English: at least one credit in an advanced placement or college-prep level course;
- b. Mathematics: at least one credit at or above Algebra 2;
- c. An advanced placement course or the fourth year of a second language;
- d. Second Language: at least two credits;
- e. Meet or Exceed State Tests (Reading, Math, Science, Writing);
- f. Satisfactory completion of a college application, as part of the Personal Education Plan; and
- g. 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 FLIGHT 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, registrar.

## 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.

## 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 (FLIGHT Period, Before/After School, Saturday Success Academy, as examples). Parents are strongly encouraged to be in email contact with instructors and to communicate with the student's 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.

## 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.

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

**R** Indicates student assignment has been received and has either been scored or not, but the teacher wants the student to re-do the 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.

## RedHawks' Rising Community School

South Albany is very proud of the partnerships we have been able to create between the school and community. These partnerships focus on academics, youth development, family support, health and social services and community development. Through these strategic partnerships, we are increasing equitable access and opportunity for post-secondary success for students to find self-fulfillment and guidance towards tangible career-related goals.

As a part of our Community Schools program, students have the opportunity to participate in academic success programs during RedHawks' Rising after-school programs and Saturday Success Academy as well as enhancement activities to engage students in accessing resources to support students' career-related experiences, health and social resources and student and family resources.

If you have questions about these opportunities, please contact Rose Zoellner, our Community School Coordinator.



TAKE	Values	What it means at SAHS:	We're living this value if...
F	FAMILY	Relationships are the foundation of our community; our shared experiences lead to authentic connections and empathy.	<ul style="list-style-type: none"> <li>- Every student can identify at least one kind, caring adult.</li> <li>- We approach each other with empathy and a desire to understand.</li> <li>- We hold each other accountable, with kindness and high expectations.</li> </ul>
L	LEARNING	The pursuit of academic excellence is relevant, rigorous and results-focused. Students and teachers, together, understand the purpose and value of what they are learning and why it matters.	<ul style="list-style-type: none"> <li>- We are consistently implementing <b>WICOR strategies</b> across courses.</li> <li>- We are integrating Social Emotional Learning across our curriculum.</li> <li>- Our classrooms and programs actively engage teachers, learners, and families to achieve their best.</li> </ul>
I	INCLUSION	Everyone learns best when they feel safe, welcome, and connected. Learning and school settings are culturally responsive and affirming. Students and staff can fully show up at SAHS when their whole identity is not just respected but embraced.	<ul style="list-style-type: none"> <li>- Students and staff feel they belong.</li> <li>- We recognize, affirm, and support everyone to thrive by living out their full identity.</li> <li>- SAHS is integrated and connected into the community; parents, community members, and businesses are partners in providing opportunities that reflect the broader Albany community.</li> </ul>
G	GROWTH	Every person at SAHS is on a path to be the best version of themselves. We support our people to take risks, fail forward, and celebrate their success.	<ul style="list-style-type: none"> <li>- We allow students and staff the opportunity to take risks and succeed or fail in a supportive environment.</li> <li>- Students and staff have high expectations for themselves and others.</li> <li>- We recognize and respond to trauma.</li> </ul>
H	HOPE	We believe in the possible. Regardless of current circumstances, every person should feel supported to choose their path, achieve their goals, and persevere through challenges. We're in this together.	<ul style="list-style-type: none"> <li>- Students and staff feel supported even when times are challenging.</li> <li>- We set ambitious goals for ourselves and relentlessly pursue them.</li> <li>- We keep watch for and celebrate "A-ha" moments.</li> <li>- We focus on what is best for kids.</li> </ul>
T	TRANSFORMATION	We want to prepare students for more than just college and careers; we want to prepare	<ul style="list-style-type: none"> <li>- We push to our growth edges, which are outside of our comfort zone and to the place of productive struggle.</li> </ul>

# SOUTH ALBANY HIGH SCHOOL

## 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).....	\$35.00
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. students/parents may serve as peer tutors/volunteers at Saturday Success Academy as payment of fees. Please contact Mr. Platt 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-presentation or by paper draft.

### Attending Sporting or School Events

Students need to show student body cards for free admission to home sporting events. Students are not allowed to leave sporting events and then re-enter the game. Students are also not allowed to loiter in open areas or behind the concession stands—both inside and outside.

In addition, these items are not allowed inside of sporting events or activities:

- Outside food and drink
- Backpacks and other large bags
- Bicycles, scooters or skateboards

Students and all spectators are expected to have appropriate behavior or will be removed from the event with potential additional school and activity consequences. **Students who are not in good standing (academically, behaviorally, or in attendance) may be excluded from attending sports or school events.**

### 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 attendance/administration 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. Guests must not have any major attendance or behavior issues. League agreement is that approved guests must meet academic, behavior and attendance requirements.

NOTE: All of our dances end by 11:00 p.m. Please have transportation at school by 11:00.

## Prom Court Standards:

The criteria for being a member of Prom Court are:

Court members must have a previous semester GPA of 2.0 or better.

Court members must be in good standing at South Albany High School and in the community.

Students expelled from high school currently or previously are ineligible.

Students suspended from school or athletics during the 18 weeks prior are ineligible.

Students under investigation by local authorities for criminal issues are ineligible.

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 or an overall attendance rate above 92%.

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.

## 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 FLIGHT Teacher based on last name. Your counselor and FLIGHT 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 who 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

Some 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 \$100.00 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 Leah Guilford in the main office for volunteer information.

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

As budgets shrink and printing/mailling 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 schoolweb 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, addresses and phone numbers
- 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.

## 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.

## Electronic Monitoring

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.

## 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 building and commons 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 \$3.05, for an additional \$1.50 students can purchase Super Lunch; extra milk for all students will be \$.60. Students may purchase breakfast for \$1.45.

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!!

## 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 space 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:

Cars and cycles are to be parked in the approved parking area. The school is not responsible for loss or damage.

Students will be charged \$5.00 per year for the vehicle registration.

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 friendships.

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. You can select your own locker partner by coming together to registration in August or each student may have a note indicating their wish to share a locker if unable to attend registration together. 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:

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.

All visitors to campus that promote and enhance the academic environment must have pre-approval and secure a visitor's pass.

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 feel free to schedule meetings. Contact teachers via email or phone.

## 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 7th 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 counseling office. It is VERY IMPORTANT that all students work through the counseling 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.

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

In order to house non-inject-able medications on campus, we need the following:

Written permission from the parent

Written permission from the physician for administration of prescription medication to include:

Name of the student

Name of the medication

Route

Dosage

Frequency of administration

Other special instruction, if any (the prescription label meets this requirement if it contains the information listed above).

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.

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.

It is the parent's responsibility to inform the school in writing of any changes in medication instructions.

A student may have in his/her possession an inhaler if the appropriate documentation has been completed in the counseling office.

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.

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.

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.



# ATTENDANCE

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 Office.

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 unexcused 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.

**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 gradebook (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.

## Missing 10 Days of School

We are required to drop students who miss 10 days of school and also complete a referral to the district truancy officer. This requirement is regardless of whether the absences are excused or not and is often regardless of whether the student has missed the entire day or not.

Upon return after a 10-day drop, the student must re-register through the counseling office and often must see an administrator.

If families anticipate that a student will miss 10 days of school, please contact the student's administrator in advance to work out a plan to avoid a referral to truancy whenever possible.

## 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" 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 more than 5 minutes 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.

## Forms of Communication

We try to communicate information with students and families in a variety of ways.

Facebook: School and district information. Public access to school and district events and information.

Website: School and district information. Public access to information regarding school and district. This is a great source for calendar and changing information at the school and district.

Email/Google Classroom: School staff provide school and student information to families. We encourage families to provide email or cell phone information for timely information.

School Messenger: Rapid dial and text message information. We use this source for both daily attendance information as well as to release time-sensitive information. Please confirm that we have updated phone and email contact information when registering.

Flash Alert: Weather-related changes to school. We encourage families to sign up for this opt-in service to receive notifications, such as weather delays or cancellations of school.

Peachjar: District and school announcements and information. This service provides families electronic flyers describing programs or events within schools and the district.



# EMERGENCY PROCEDURES

## Earthquake Procedures

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

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 the 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:

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.

If the emergency occurs while students are out of class (before school, break, lunch, etc.), Procedure is as follows:

Students will be informed to go immediately and directly to their next class and remain in that classroom until further notice.

Students are not to go to their locker first. Remain in that classroom until further notice.

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.

If the emergency is deemed a major incident by the police and the school needs to be evacuated:

Students will be escorted to one of the following locations:

1. Oak Elementary School, 3610 Oak St. SE
2. Calapooia Middle School, 830 24th Ave. SE
3. Good Shepard Lutheran Church, 1910 34th 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.

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:

- Students return inside.
- Classroom and hallway doors are locked.
- Class continues without movement.
- Students will not be allowed to leave the classroom. In an emergency, the teacher will call the office for campus security to escort students.
- All registered visitors will be taken to a classroom.
- 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 lockdown protocol.

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

This means:

1. All doors locked and everyone remains inside and enclosed.
2. Students moved out of line of sight, remain quiet and hidden until released by administration or law enforcement. **We take attendance**
3. 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.
4. All students will be asked NOT to use their cell phones until permission is given by authorities.



# ACTIVITIES AND 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.

### ASB Officers:

President.....Ian Todd  
 Vice President.....Kaimana Caspino  
 Spirit.....Jadah Schmidtke, Sloan Sleber  
 Secretary.....Ella Galvan  
 Treasurer.....Cheyenne Freeman  
 Tech Officers.....Kameron Clare, Chase Burton

### Class of 2020:

President.....Sariah Young  
 Vice President.....Jane Knecht  
 Secretary.....Alyssa Marstall  
 Treasurer.....Claire Angel

### Class of 2021:

President.....Emma Betterton  
 Vice-President.....Cassidy Johnston  
 Secretary.....Brianna Saling  
 Treasurer.....Tyler McClintock  
 Representative.....N/A

### Class of 2022:

President.....Nate Randolph  
 Vice-President.....Sarah DeVylde  
 Secretary.....Aaliyah Ware  
 Treasurer.....Melina Young  
 Representative .....Chloe Alley, Isaac Contreras, Riann Tapanna

## 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. Munoz if you have questions about the process or procedures in creating a club on campus.

Annual/Newspaper .....	Trisha Farver
Art Club .....	Branson Bartlett
Band.....	Colorado Paniagua
Commotions.....	Katie Gisler, Angela Spencer
Controversial Issues.....	Melissa Reimer
Culinary Arts.....	Scott Swearinger
FCA (Fellowship of Christian Athletes).....	Jason Henkel, Andrew Peterson
German Club .....	Deborah Lindsay
Horticulture Club.....	Hans Schneider
International Club.....	Tony Vandermeer
Key Club.....	Katie Gisler
Leadership .....	Kelle Angel/Andy Winn
Magic the Gathering.....	Juan Vasquez
M.E.Ch.A.....	Juan Vasquez
National Honor Society.....	Brandon Johnson
RedHawks Prayer Warriors.....	Brett DeYoung
SAHS Youth Watershed Council.....	Carla Streng
SAIGA Club.....	Scott Swearinger
Sci Fi/Fantasy.....	Scott Swearinger
Speech and Debate Club .....	Brandon Johnson and Patrick Leahy
SWARM, student robotics.....	Doris Hicks
Vocal Music .....	Brett DeYoung
Watershed.....	Carla Streng
Woods.....	Andrew Peterson

# 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.

## Spectator Behavior

MID WILLAMETTE CONFERENCE AGREEMENT

GENERAL EXPECTATIONS FOR ATHLETIC CONTESTS & ACTIVITIES

Central HS / Corvallis HS / Crescent Valley HS / Dallas HS / Lebanon HS / North Salem HS

Silverton HS / South Albany HS / West Albany HS / McKay HS—football only

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.

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.

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.

All school and civil rules and laws will be strictly enforced at all member school athletic contests and activities.

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*



# 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.

**Detention:** The student is assigned a 20 minute lunch detention during the school day. Students may also be assigned after school.

**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 AM-noon on pre-determined Saturdays for academic and occasional behavioral interventions.

**Behavior Contract:** The student is assigned an individual contract (Levels Plan) that creates individual limits and expectations 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:

An investigation of any alleged misconduct or inappropriate choices will begin.

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.

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.

If an action violates the law, Albany Police Department will be notified and involved.

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.

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 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. In addition, 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, swastikas, 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:

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.

Commit any act or use verbal or non-verbal speech, including gestures, handshakes, or other such signs, showing membership or affiliation in a gang.

Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:

Soliciting others for membership in a gang,

Requesting any person to pay protection or otherwise intimidating, threatening, or harassing any person,

Committing any illegal act or other violation of school rules or district policy,

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 21. 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, and the student may be referred to the Albany Police Department. 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.

## 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.

## 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



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.

## 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 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 a teacher, counselor or administrator as soon as possible after the incident so that the incident is 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 others’ 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!

## 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 here to support the curriculum and educational requirements. While using computers, it is very important that students use the equipment for legitimate educational purpose. Therefore, students may not do any of the following as examples: play games, use chat rooms, dating services, etc., use email 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, 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). To be clear, our school policy is OFF AND AWAY during class.

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, earbuds, 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.

## Cyberbullying

Cyberbullying is the use of any electronic communication device to harass, intimidate or bully and is strictly forbidden. Any potential incidents of cyberbullying will be investigated and appropriate consequences will be assigned, including but not limited to, suspension, expulsion, loss of privilege and notification of law enforcement. Off campus and outside-of school-time conduct that interferes with school and district policies may also be the basis for disciplinary action as it has the potential to disrupt or impact the safe education of an individual.

## Electronic Devices and Cheating

Use of electronic devices to cheat and/or share academic information is becoming a greater problem and as such has increased consequences. Any student involved in the use of an electronic device to copy academic information or to share academic information without express permission will automatically lose credit and have additional consequences that may include, but are not limited to, suspension, loss of credit and removal from the class.

REMEMBER, Don't Cheat!! It is your Academic Integrity to maintain.

## 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.

## Student Google Accounts and Email

School District provided Google accounts and emails are to be used for school use only. In addition, seniors will lose access to all accounts after graduation, so it is important that information be moved to another Google account or copied onto a portable device.

# Have you checked out our app?

