

# RED HAWKS

LIBRARY - RESOURCE MATERIAL

## SOUTH ALBANY HIGH SCHOOL

Student and Family  
Handbook 2021-2022

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

Hello South Albany students and families,

It is my pleasure to be the principal at South Albany High School! It is officially my second year as principal at SAHS but with COVID running amok in our lives it feels like my first year as the leader of the RedHawks. As many of you know, I grew up in Albany and graduated from South Albany High School in 1985. I went off to college and then began my teaching career in Coos Bay, Oregon. Ironically, one summer day in 1998 I got a call to consider coming back to SAHS to become the Athletic Director. I applied and got the job and was the AD for the next 4 years and then became an assistant principal for another 5 years. My kids grew up in the offices, classrooms, athletic fields, and gyms of SAHS—The very same places your students will grow into incredible young men and women. It is a special place in my heart.

I believe the only way to make high school the best possible experience for our students is TOGETHER. We need to work as a collective team to assure the students of SAHS have success and create great memories along the way. You may ask who this team is? It is you, our staff, our administrators, our community, and most importantly our students. The students must be the focus of all the decisions we make as this is their education, their journey, and their opportunity to grow and flourish! Our job is to remove barriers, push them to be the best they can be in the classroom, in their school activities, and on the athletics fields and courts. It is our job to unconditionally support them BUT ALSO it is our job to hold them accountable and to high standards.

It is imperative that the students of SAHS demonstrate great character and academic engagement. Our students need to embrace diversity, show kindness to those around them—adults and students alike—value equity, apply themselves in the classroom, seek knowledge as knowledge is powerful, love to learn, find opportunities to be kind to others, show leadership around campus, and most importantly, make SAHS a better place because THEY are there!

The staff at SAHS is ready and willing to help your students accomplish their goals and dreams. It is our honor to be part of this process for our students. In saying that, welcome to the 2021-2022 school year; let's get started!

Sincerely,

John Hunter

Principal, South Albany High School

Go Redhawks

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**FAMILY**  
SUPPORTING AND  
CHEERING ON ONE  
ANOTHER



**SCHOOL**  
REACHING FOR NEW  
HEIGHTS



**COMMUNITY**  
TOGETHER WE  
ARE BETTER

# BELL SCHEDULE

## Monday

0 Period	6:50-7:35
<b>Rover</b>	<b>7:40-8:35</b>
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
<i>Nutrition</i>	<i>10:15-10:30</i>
3rd Period	10:30-11:25
4th Period	11:30-12:25
<i>Lunch</i>	<i>12:25-1:00</i>
5th Period	1:05-1:50
6th Period	1:55-2:50

## Tuesday

0 Period	6:50-7:35
1st Period	7:40-8:35
<b>Rover</b>	<b>8:40-9:35</b>
FLIGHT	9:40-10:15
<i>Nutrition</i>	<i>10:15-10:30</i>
3rd Period	10:30-11:25
4th Period	11:30-12:25
<i>Lunch</i>	<i>12:25-1:00</i>
5th Period	1:05-1:50
6th Period	1:55-2:50

## Wednesday

0 Period	6:50-7:35
1st Period	7:40-8:35
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
<i>Nutrition</i>	<i>10:15-10:30</i>
<b>Rover</b>	<b>10:30-11:25</b>
4th Period	11:30-12:25
<i>Lunch</i>	<i>12:25-1:00</i>
5th Period	1:05-1:50
<b>Early Release</b>	

## Thursday

0 Period	6:50-7:35
1st Period	7:40-8:35
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
<i>Nutrition</i>	<i>10:15-10:30</i>
3rd Period	10:30-11:25
<b>Rover</b>	<b>11:30-12:25</b>
<i>Lunch</i>	<i>12:25-1:00</i>
5th Period	1:05-1:50
6th Period	1:55-2:50

## Friday

0 Period	6:50-7:35
1st Period	7:40-8:35
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
<i>Nutrition</i>	<i>10:15-10:30</i>
3rd Period	10:30-11:25
4th Period	11:30-12:25
<i>Lunch</i>	<i>12:25-1:00</i>
5th Period	1:05-1:50
6th Period	1:55-2:50





# 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>John Hunter</b> .....	<b>Principal</b>
School Policy and Planning, Budget, Facilities, Technology, School Partnerships & Relations, School Communications, Athletics, Activities, and Clubs, Student Government & Leadership, Professional Learning Communities, Professional Development, AVID, and Observation and Evaluation	
<b>Bryce Bennett</b> .....	<b>Assistant</b>
<b>Principal</b>	
Counseling, Career Center, Master Schedule, Credit Recovery, Graduation Success, Instructional Improvement, AVID, Discipline/Attendance, (A-F)	
<b>Gina Ayers</b> .....	<b>Assistant</b>
<b>Principal</b>	
Community Outreach, Instructional Improvement, Transfers, AVID, Professional Learning Communities, Discipline/Attendance-(M-R)	
<b>Kelly Bussard</b> .....	<b>Assistant</b>
	<b>Principal</b>
504 plans, Supervision Plans, Instructional Improvement, State Testing Coordinator, Discipline/Attendance-(G-L)	
<b>Bob Daugherty</b> .....	<b>Athletic</b>
	<b>Coordinator</b>
Athletic Department Operations, Game Management, Scheduling, School Calendar	
<b>Andy Winn</b> .....	<b>Dean of</b>
<b>Students</b>	
CTE, Attendance, Discipline, Supervisor, (S-Z)	

#### Athletics

<b>Bob Daugherty</b> .....	<b>Athletic Coordinator</b>
<b>John Hunter</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>Indica Stephenson</b> .....	(A - F Last Names)
<b>Ann Bailey</b> .....	(G - L Last Names)
<b>Joyce Hall Lebengood</b> .....	(M - R Last Names, Department Chair)
<b>Rosa Davalos</b> .....	(S - Z Last Names)

#### BAT Team and Academic Support

<b>Katrina Gonzalez</b> .....	<b>Registrar</b>
<b>Laura Mlsna (541-967-4531)</b> .....	<b>Attendance Secretary</b>
<b>Tim Matuszak</b> .....	<b>Assistant Dean of Students/Webmaster/Head Basketball Coach</b>
<b>Edward Trudell</b> .....	<b>Campus Support</b>
<b>Emily Ott</b> .....	<b>Campus Support</b>
<b>Adam McAloney</b> .....	<b>Soar</b>
<b>Melissa Tomaz</b> .....	<b>Credit Recovery 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
Badger, Brian .....	Special Programs
Bartlett, Branson.....	Art/Head Cross Country Coach
Braman, Melissa.....	Speech Therapist
Brown, Casi.....	Art/Jewelry
Calahane, Andrew.....	Science
DeYoung, Brett .....	Director of Choirs
Donaldson, Tami.....	Mathematics
Elliott, Amy.....	Military and Leadership
Farver, Trish.....	Language Arts/Journalism/Newspaper
Farris, Cameron.....	Special Programs/Department Chair
GaVette, Amanda .....	Instructional Coach/ AVID/AVIDCoordinator/FLIGHT School
GaVette, Justin .....	AVID/Social Studies/Co-Head Track Coach
Gisler, Katie.....	Soar/ Language Arts/Department Chair
Gold, Brian.....	Language Arts
Hannigan, John.....	Spanish/World Languages Department Chair
Hansen, Michael.....	German
Henkel, Jason.....	Physical Education/Health
Hilkey, Brian .....	Business/Mathematics/Department Chair
Hummer, Steve.....	Social Studies
Johnson, Brandon .....	AVID/Social Studies/Debate
Johnson, Sharayah.....	PE
Jones, Kathleen.....	Science
Kidd, Brad.....	Physical Education/Health/Head Baseball Coach
Leahy, Patrick.....	Language Arts/Speech and Debate
Lipke, Elyse .....	Mathematics/Head Girls Soccer Coach
Louber, Jeff.....	Science/Head Football Coach/Co-Head Track Coach
Lovejoy, Dana.....	Mathematics
Lynde, Chris.....	Science
Marcy, David.....	Math
Maier, Joanne .....	Special Programs
Medina, Juan.....	Health
Mehlhoff, Hillary.....	Family and Consumer Studies
Miles, Amanda.....	Apple Coding/Digital Arts and Digital Photography
Moon, Kathleen.....	ELD
Neuschwander, Nate .....	Social Studies/Head Girls Golf Coach
Nockles, Alina.....	Mathematics
Northern, Tammy.....	Science
Palmer-McGowan, Chelsea.....	Language Arts
Paniagua, Colorado .....	Director of Bands
Peck, Chad.....	Language Arts
Peterson, Andrew.....	Woods
Phaly, Duece.....	Mathematics/ Head Wrestling Coach
Pierce, Vanessa .....	Mathematics
Podrabsky, Eric.....	Language Arts
Pulver, Sami.....	Business
Reimer, Melissa.....	Library
Reinhart, Tod .....	Testing Coordinator/Credit Recovery
Saxe-O'Brien, Laura.....	Science
Schneiter, Hans.....	Science/Department Chair
Schofield, Craig.....	Social Studies
Schroeder, Taylor.....	Health
Skeele, Nina.....	BEP

# SOUTH ALBANY HIGH SCHOOL

## ADMINISTRATION AND STAFF

## HELP DIRECTORY

Spencer, Angela.....	Instructional Coach/AVID/AVID
Coordinator	
Swearingin, Scott .....	Culinary
Arts	
Thibert, Jennifer	
.....	AVID/Health
Tierney, Kelly.....	Special
Programs	
Vandermeer, Tony.....	Social
Studies	
VanVeldhuizen, Lisa.....	AVID/Social
Studies	
Vasquez,	
Juan.....	ELD/Spanish
Watts,	
Pamela.....	Science
Webb, David.....	Special
Programs	
Wehrman, Kaela.....	Language Arts/Head Volleyball
Coach	
West, Matt	
.....	VocationEducation/Construction/Metals
Whitworth, Kaylee.....	
AVID/Mathematics	
Younger, David.....	Physical
Education/Health	
Zoellner, Rose.....	Language
Arts	

### Support Staff

Abtaham, Lilia.....	Bilingual
Assistant	
Adams, Justin.....	Personal Care
Assistant	
Bell, Curtis.....	School Resource
Officer	
Boone, Jason.....	Technology
Coordinator	
Evans, Christy .....	Personal Care
Assistant	
Gammon, Hannah.....	Special Education
Assistant	
Guzman,	
Rich.....	FACT
Hoover, Hunter.....	Supported Educational
Assistant	
Jensen, Jessica.....	Social Media/ WebmasterProduction
Center	
Kleinle, Linda.....	Personal Care
Assistant	
Lindberg, Leisa.....	Personal Care
Assistant	
Mercado, Grey .....	Outreach and Engagement
Coordinator	
Mintken, Mary .....	Personal Care
Assistant	
Ridders, Jenny.....	Special Education
Secretary	
Sawyer, Katelyn.....	College and Career
Coordinator	
Stephens, Bill.....	Special Education



# 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 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 .....John Hunter, Bob Daugherty  
 Advanced Placement Program..... Bryce Bennett  
 Annual .....Elyse Lipke  
 Athletics, including Scheduling/Grounds and Facilities.....Bob Daugherty/Coaches/ John Hunter  
 Attendance..... Kelly Bussard  
 Band .....Colorado Paniagua  
 Bilingual Education/ELD..... Juan Vasquez  
 Budget ..... John Hunter  
 Campus Supervision Coordinator..... Gina Ayers  
 Career & Employment Center .....Katelyn Sawyer  
 Child Development.....Hillary Mehlhoff  
 Class Advisor (all grades).....Andy Winn  
 Computer Technology..... John Hunter  
 Drama.....Christy Anderson  
 Elementary Mentor.....Jennifer Thibert  
 Facility Use .....Leah Guilford and Jason Platt  
 FACT.....Rich Guzman  
 Forensic (Speech & Debate)..... Brandon Johnson/Patrick Leahy  
 Fund Raisers.....Bob Daugherty / John Hunter  
 Graduation Ceremony Information .....Katrina Gonzales  
 Honor Society..... Bryce Bennett/Brett DeYoung  
 Immunization Records .....Katrina Gonzales  
 Independent Study..... Bryce Bennett  
 Leadership..... Kelle Angel  
 Off-Campus Credits .....Bryce Bennett  
 Parent Conferences .....Kelly Bussard  
 Parent Communications..... John Hunter/Leah Guilford  
 Parking, Student/Vehicle Registration .....Kelly Bussard  
 Credit Recovery Options..... Julie Foster-Teeter/Counselors  
 Registrar .....Katrina Gonzales  
 Scheduling, Student/Master Schedule .....Bryce Bennett  
 School/Community Relations .....John Hunter  
 Sentry/Student Newspaper .....Trisha Farver  
 Special Education/504 Coordinator .....Kelly Bussard/Counselor  
 TAG Program.....Bryce Bennett  
 Technology Coordinator.....KellyBussard/Jason Boone  
 Transfers, In-District/Inter-District..... Gina Ayers  
 Volunteer Coordinator..... Leah Guilford  
 Webmaster/Social Media.....Tim Matuszak/Jessica Jensen





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  
SUCCESSES

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



# SOUTH ALBANY HIGH SCHOOL

# 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
  - G. 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 six 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 credited 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 and/or incomplete may be enrolled in OdysseyWare, an on-line credit recovery program, or required to complete or 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.)

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.)



## 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 have the highest (valuedictorian) or second highest (salutatorian) weighted grade point average computed 1st semester senior year. The weighted average is computed utilizing a matrix of credits available.

The student must have taken at least 2.5 credited 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:

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

## Homework Requests

The most efficient way to obtain homework is to email the instructor directly. Current email address for all staff: first name.last name@albany.k12.or.us or go to SAHS web page and click on the teacher's name.

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

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

## Incomplete Finals

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

## Report Cards

Our school year is divided into two 18-week semesters. Six-week progress reports will be available in FLIGHT period and on the Pinnacle Internet Viewer. 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 Katrina Gonzales, 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 Katrina Gonzales (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, 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.

**O** 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 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 Gina Ayers.



TAKE	Values	What it means at SAHS:	We're living this value if...
<b>F</b>	<b>FAMILY</b>	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>
<b>L</b>	<b>LEARNING</b>	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>
<b>I</b>	<b>INCLUSION</b>	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>
<b>G</b>	<b>GROWTH</b>	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>
<b>H</b>	<b>HOPE</b>	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>
<b>T</b>	<b>TRANSFORMATION</b>	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(Optional).....	\$35.00
Cap & Gown (Seniors only).....	\$35.00
Parking Privilege Permit (Optional).....	\$5.00
Annual (optional).....	\$55.00/\$65.00 after Winter Break
Transcripts (optional).....	\$2.00
PE Uniform (Freshmen only optional).....	\$14.00

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

#### School Check Acceptance Policy

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

#### 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 Back to School Prep Day 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. Volunteers must have an approved background check on file with our district office. <https://albany.k12.or.us/about/volunteer>

### \*\*\*\*\*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. We will be using Parent Square to send out communications. Please make sure your account is active to set up ways you would like to receive the communications and time of day to receive the information. <https://www.parentsquare.com/schools>

## **Announcements/Calendar of Activities**

A weekly schedule is published each Friday listing the activities for the next week. These schedules are posted on the school web site and in most classrooms. All activities for the upcoming weeks are scheduled through an administrator and must be submitted to Miss Victorio 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.

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

School Meals are free this school year.

## **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.

## **Student 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.
- 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 - 2:50 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.).

## Phone Calls and Student Messages

Our main office is a busy place and it is hard for our staff to take messages for 1,500 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.

## Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence, Domestic Violence

Hazing, harassment (including harassment through electronic means) intimidation, bullying, cyberbullying and menacing by students, staff or third parties are strictly prohibited. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials. Sexual harassment of and by students is prohibited. Students in violation of this policy shall be subject to discipline up to and including expulsion. (Policy JBA/GBN)

## 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 Ms. Gonzales 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-injectable 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.



## Student Sexual Harassment Policy

The Greater Albany Public Schools District is committed to making schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Board Policy to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment, and with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures. See "Sexual Harassment Complaint Procedure".

JBA/GBN-AR(1) [https://policy.osba.org/albany/J/JBA\\_GBN%20D1.PDF](https://policy.osba.org/albany/J/JBA_GBN%20D1.PDF)

JBA/GBN-AR(2) [https://policy.osba.org/albany/J/JBA\\_GBN%20R%202%20D1.PDF](https://policy.osba.org/albany/J/JBA_GBN%20R%202%20D1.PDF)

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

When a student, or if applicable, the student's parents file a complaint alleging behavior that might violate the district's policy, the student or student's parents shall receive a written notification which will set forth the following:

- The rights of the student, student's parents, staff member, person or person's parents who filed the complaint.
- Information about the internal complaint processes available through the school or school district that the student, student's parents, staff member, person or person's parents who filed the complaint may pursue.
- Notice that civil and criminal remedies that are not provided by the school or school district may be available to the student, student's parents, staff member, person or person's parents through the legal system and that those remedies may be subject to statutes of limitation.
- Information about services available to the student or staff member through the school or school district, including any counseling services, nursing services or peer advising.
- Information about the privacy rights of the student, staff member or person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or school district.
- Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

Questions or concerns regarding sexual harassment may be directed to any building administrator or the district's Title IX Coordinator:

Caleea Kidder, Title IX Coordinator

Greater Albany Public Schools

718 SW 7th Street

Albany, OR 97321

Telephone: (541) 967-4503

Email: [Caleea.Kidder@albany.k12.or.us](mailto:Caleea.Kidder@albany.k12.or.us)

# ATTENDANCE

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.

## 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."

## 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.

## Tardy Procedure

Students who arrive more than 10 minutes late to school are required to check in with the attendance secretary.

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.

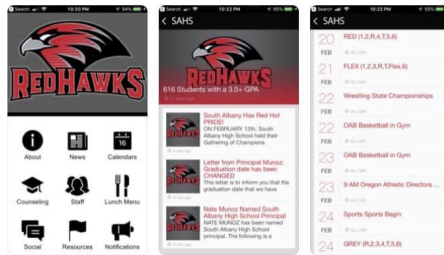
Email/Google Classroom: School staff provide school and student information to families. We encourage families to provide email or cell phone information for timely information.

ParentSquare: 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

# Have you checked out our app?



# SOUTH ALBANY HIGH SCHOOL EMERGENCY PROCEDURES

## Earthquake Procedures

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

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If the desk or table moves, hold 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
  - a. A release area will be established at the evacuation point.
  - b. 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 is 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.

# 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.....Esperanza Herrera Moore  
 Vice President.....Hannah Dempsey  
 Spirit Officer.....Ryann Tappana/Peyton Davis  
 Secretary.....Lane Walker  
 Treasurer.....Aaliyah Ware

### Class of 2022:

President.....Lesly Cordero-Lagos  
 Vice President.....Sam Rubesh  
 Secretary.....Melina Young  
 Treasurer.....Jenna Holcomb

### Class of 2023:

President.....Norah DeYoung  
 Vice-President.....Ruby Shumaker  
 Secretary.....Karsen Angel  
 Treasurer.....Brooklyn Willard

### Class of 2024:

President.....Brayden McKay  
 Vice-President.....Hailey Yencopal  
 Secretary.....Tasha Gruebele  
 Treasurer.....Mia Rowe

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

## 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 allows participation. It is vital that everyone involved understand the expectations and the processes utilized in our athletic programs.

### 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 for South Albany*



# SOUTH ALBANY HIGH SCHOOL

## 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 part of learning and growth as a young adult is taking responsibility for our actions and accepting accountability.*

### 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.

**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.

**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.

## Dress and Appearance

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.

## 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 and Cell Phones 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

- Devices MAY be used between classes, at lunch, before/after school in an appropriate manner.
- 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.

### 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 may 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.





# STUDENT PARENT HANDBOOK

Greater Albany Public Schools

2021-2022

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### **All Students Belong**

*Words or symbols that are racially harassing are prohibited within our school environment, whether it is on school property or off-campus during comprehensive distance learning on the internet directed at students or staff. Prohibited symbols include the swastika, the Confederate flag, and the noose.*

*Displaying these racially harassing symbols to other students or staff, whether it is on the internet or on a bumper sticker on your car in the school parking lot is disruptive to the education of other students and will not be tolerated.*



## **Some Important Rights**

The Greater Albany Public School District is committed to protecting the personal rights of students. Some important student rights are outlined on the following pages. For a more complete listing of student rights, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review at the district office, 718 Seventh Avenue SW Albany or on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).

## **A Free Public Education**

School age students whose legal residence is within the district attendance area may attend school without paying tuition. This provision includes students who do not have a fixed place of residence or are not under the supervision of a parent. A student who is under expulsion from another district may be denied admission. (Policy JECA)

Students have a right to attend the neighborhood school within their attendance area. However, when overcrowding exists or a different school placement is considered to be in the best interests of a student, a student can be assigned to a different school.

Requests to transfer to another school within the district will be considered according to the procedures in district directives. (Policy JECC)

## **Access to Student Records**

The district will keep and maintain a permanent record on each student. The record will include the student's legal name, date and place of birth, parents' (or guardians') names, date of entry into school, courses of study and marks received, credits earned, attendance, and date of withdrawal from school. Student records will be kept at the school that the student attends and, if applicable, at the Special Programs Office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to education records. Requests to inspect, review, or amend a student's records should be submitted in writing to the building-level principal/administrator where the records are maintained. In general, a parent or eligible student has the right to:

- Inspect and review the student's records.
- Request amendment of the student's records to correct inaccurate or misleading information, or to remove information in violation of the students' privacy or other rights.
- Give consent before personally identifiable information from the student's record is disclosed, unless the law allows disclosure without consent.
- Obtain a copy of the district policy on education records. All district policies are available on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).
- File a complaint with the US Department of Education about alleged failure by the district to comply with federal law regarding education records.

Student records may also be released to school officials, district instructors, and other officials who have legitimate educational interest in order to fulfill a professional responsibility. The criteria for determining who constitutes an official with a legitimate educational interest to whom the District may provide student records and personally identifiable information includes individuals, third parties or entities the District has retained or contracted with to assist the District in the performance of its functions and educational

mandates, including but not limited to attorneys retained by the District, third party facilitators, and state and federal agencies.

When a student's education records are requested by an educational institution, such as another school district, in which the student has enrolled or seeks to enroll, the district will forward the records within 10 days of receiving the request.

The district shall give full rights to education records to either parent or guardian unless the district has been provided legal evidence that specifically revokes these rights. However, these rights transfer to the student when the student reaches age 18. (Policy JO/IGBAB)

### **Belonging to Student Organizations**

Students may belong to curriculum-related groups at school. The activities of these groups directly relate to the body of courses offered by that school. These groups are considered school-sponsored and must be approved by the school administration. They must have a school approved advisor. They may raise funds under the name of the school and be portrayed in the school yearbook. Students also may belong to non-curricular groups at school. These groups may focus on religious, political, philosophical or other interests. These groups are considered non-school-sponsored and must be approved by the school administration. Beyond providing space for meetings, the school may not expend public funds for such groups.

Non-school-sponsored groups must have an unpaid, school-approved staff volunteer who attends the meetings but does not participate. These groups may meet at school during non-instructional time. They may not raise funds under the name of the school and may not be portrayed in the school yearbook. (Policy IGDA)

### **Collection of Fees**

Until such fees and restitutions are paid, students may be restricted from attending or participating in school activities or events that are beyond those provided as part of a free and appropriate public education. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents or guardians to request a hearing. (Policy JN-AR)

### **Due Process**

Students have the right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her/their rights. For more information, please read the sections in this handbook on Student Discipline. (Policy JF/JFA)

### **Equal Educational Opportunity**

Students shall receive equal educational opportunity and treatment. Students shall not be subjected to unlawful discrimination, or to insult, intimidation or harassment on the basis of age, race, religion, color, national origin, disability, marital status, gender or sexual orientation. This policy applies to both educational and activity programs. (Policy JB)

Any person with a Title IX, gender discrimination complaint has the option of contacting and requesting assistance from the district Title IX Specialist, Caleea Kidder, the Federal Programs Director, 541-967-4519, Oregon Department of Education Equity Unit, 503-947-5706 or from the office of Civil Rights in Seattle (US

Department of Education, 915 Second Ave. Room 3310, Seattle, WA 98174-1099, (206) 607-1600.

### **Every Student Succeeds Act (ESSA)**

The federal Every Student Succeeds Act (ESSA) signed into law in December 2015 replaced the No Child Left Behind Act of 2002. The new law emphasizes student equity by upholding protections for disadvantaged and high-need students and requires that all students be taught to high academic standards that will prepare them to succeed in college and careers. The law transfers accountability for student performance to the state level and requires the evaluation of teachers and administrators. The law permits school ratings to be based upon multiple measures and provide supports for under-performing schools. For specific information related to this law, please contact the Federal Programs Director, 541-967-4519.

### **Freedom of Expression, Inquiry**

Students have a general right of freedom of expression and inquiry within the school system. (Policy IB)

Generally, students and student organizations are free to examine and discuss questions of interest to them, and to express opinions publicly and privately within the school system, provided such activities are fair, responsible and not disruptive. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Materials such as leaflets, newsletters, cartoons, and other items may be prepared and distributed by students as part of the educational process and free expression in an academic community. Such materials may be restricted or prohibited for reasons including defamation, inappropriateness to the age or maturity of the audience, poor writing, bias, prejudice, disruption to the school, and a perception that the materials are sanctioned by the school district. (Policy IB)

Some student publications, such as yearbooks and school newspapers, may be part of the curriculum, to benefit primarily those who compile, edit, and publish them. Staff advisors will be assigned to guide students engaged in these activities.

Students may be required to submit publications for approval prior to distribution. School administrators will make available to students the specific standards that will be used to grant or deny permission to publish. School guidelines also will prescribe a procedure for appeals from students. (Policy IGDB)

### **Low Cost Internet**

Low-income families may qualify for Internet Essentials by Comcast. To qualify, a family must have at least one child eligible to receive a reduced or free school lunch through the National School Lunch Program (NSLP) for more information visit their website, <https://internetessentials.com> or call FACT at 541-924-3720.

### **McKinney-Vento Homeless Assistance Act**

Students who are homeless or living in unstable housing situations due to economic hardship, loss of housing or similar reasons, are eligible for rights and services under the McKinney-Vento Act. These rights include: the right to immediately enroll, attend and participate fully in school, even without all the required enrollment documents; the right to remain in their school of origin, that is, the school they attended before losing housing or to attend any public school that housed students living in the attendance area are eligible to attend; provision of transportation options to remain in that school and to participate fully in school activities for the duration of houselessness and until the end of the school year they obtain permanent housing. These rights include migratory, undocumented and unaccompanied students. Additionally, unaccompanied McKinney-Vento eligible youth in their final year of high school can file the FAFSA with

independent status and receive a verification letter from the McKinney-Vento liaison to give to the financial aid office in college and career schools.

If a dispute arises over school selection or enrollment, the student must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute. Written notice will be given to the parent/guardian explaining the dispute resolution process. For more information, contact the district's McKinney-Vento Liaison.

### **Meeting, Demonstrating and Petitioning**

Students shall be permitted to hold meetings or demonstrations on school property. These are defined as small groups of people gathering for a common cause or interest.

Students shall be permitted to hold assemblies on school property. These are defined as large groups of people gathering for educational, entertainment or cultural purposes.

Meetings, demonstrations and assemblies shall be scheduled in advance with the school administrators. They may not disrupt normal class activities without permission. All speakers and performers from outside the school shall be cleared through the principal's office. Every attempt should be made to present a balance of viewpoints on controversial or partisan issues.

Students may petition for a change in Board policies and school rules and procedures. Petitions must be reviewed by a building administrator prior to circulation on school grounds. The superintendent will forward petitions to the Board or building administrator as appropriate. (Policy JFI)

### **Privacy of Health Information**

Students may be required to have immunizations and may be excluded from school to protect others from communicable diseases, as allowed in state law and county rules. (Policy JHCB)

The district shall protect the confidentiality of each student's health conditions and record to the extent possible. When a student is infected with any communicable disease for which he or she may not be excluded from school, the school will take steps to organize and operate its programs in a way that furthers education and protects student health. (Policy JHCC)

The district will adhere strictly in policies and procedure to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS. (Policy JHCCA)

**Privacy of Student Information** Students have the right to privacy, which includes privacy with respect to their records. (Policy JF/JFA)

The school district considers it generally appropriate to release certain information about students. This information consists of a student's name; phone number; address; photograph; 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; and most recent previous schools or programs attended. The district's term for this information is "directory information."

A parent or eligible student may prevent the release of this information by filing a written request with the principal of the school the student attends. The request should be submitted not more than 15 days after the district sends annual notice of its student information policy to parents and students. (Policy JOA)

The district will not ordinarily disclose other personal information about a student. This information



includes the names of the student's parents and other family members, the email address of the student or student's family, biometric records, the student's Social Security number, the Secure Student I.D., and any other information that would make the student's identity easily traceable. The district's term for this information is "personally identifiable information."

The district may disclose personally identifiable information with prior written, dated consent from a parent or eligible student.

The district may also disclose this information without prior consent to appropriate parties including district personnel with legitimate educational interests, another school or college where the student intends to enroll, law enforcement or other state agencies. As required by the federal Elementary and Secondary Education Act of 2001, student names, addresses, and telephone numbers of secondary students will be released to the nation's armed forces and/or institutions of higher education unless the parent has requested this information not be shared with military recruiters and/or institutions of higher education by completing an opt out form available through the school. (Policy JOB)

There could be a time when the district is asked for personal contact information for either students and/or parents through a Public Records Request. Personal contact information provided will be kept confidential, except as otherwise required by law.

School administrators may grant media access to students in schools and may release student information to the media, in line with District policy. When access has been granted, the media does not have to obtain parental approval before publishing information obtained from students. Parents who do not want their student interviewed or photographed by the media must direct their children accordingly. (Policy JOD)

The Greater Albany Public School District participates in the Oregon Medical Assistance Program. Student directory information may be submitted periodically, to this program. If you do not wish for your student's directory information to be released to OMAP, you must notify the Office of Special Programs in writing within fifteen days of receiving this information.

### **Special Programs and Services**

Students ages kindergarten through 21 living in the district that have been evaluated by qualified personnel and found eligible for services for students with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services. Whenever appropriate, students with disabilities will be educated with students without disabilities. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefits in the regular classroom, or affects the health or safety of the students or others. (Policy IGBAE)

Parents with a child identified for Special Education Services and who intend to enroll the student in private school MUST notify the district in writing of their intent. This notification can be given at the most recent IEP meeting or ten business days prior to the removal of the child from the public school. See Section 8 of the Parent Rights for Special Education Handbook, OAR 581-015-0156, District Special Education Handbook: Children in Private Schools "Enrolled by Their Parents."

The district is committed to an education program that recognizes, identifies and serves the unique needs of talented and gifted students. These are students who have been identified as academically talented and/or intellectually gifted. (Policy IGBB)

The district also shall provide alternative education programs for students who are not making satisfactory progress toward the attainment of learning and behavior standards. These programs may be established directly by the district, or the district may cooperate with other agencies to provide them. (Policy IGBHA)

Students whose primary language is other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. (Policy IGBI) The district has English Learner programs at eight elementary schools, all middle schools, and all high schools.

Students who are pregnant and/or parenting shall be encouraged to continue with an educational program and to participate in school-sponsored activities unless physically unable. The district shall ensure that pregnant and parenting students receive special services as temporarily necessitated by their condition. Contact the FACT program (541-924-3720) for service information. No student shall be excluded from public school on the basis of pregnancy or parenthood, and students who are pregnant or parenting are not exempt from Oregon's compulsory attendance law. (Policy JFE)

### **Rules of Behavior**

The Greater Albany School District is committed to providing a safe learning environment. We encourage every student, parent and staff member to act with respect, self-discipline, honesty, kindness, courage, justice, personal responsibility and social responsibility. These are the key elements of our character education program.

In the interests of safety, we have developed rules for students to follow. The list below outlines important rules. Your school has more specific expectations and rules, please review them with your student. For a more complete listing of this information, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW or the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us)

### **Attendance**

Students have the responsibility to attend school regularly and comply with the attendance policies of the school. Compliance includes completion of assigned makeup lessons within a reasonable period of time.

Compulsory attendance from age 6 to age 18 or graduation is established by state law, with provisions for exceptions. The district may deny regular school admission for the period of the expulsion to students who have become residents and have been expelled from other districts.

Persons having legal control of a student age 6-18 who has not completed 12th grade are required to have the student attend school. Violations are punishable by a fine. Also, all students five years of age who have been enrolled in a public school are required to attend regularly. (Policy JE/JEA)

Absence from school or class may be excused by an administrator or designee for reasons of illness of the student or a family member, emergency, school approved activity, medical or dental appointment, or other reason where arrangements are made in advance. Truant students may be subject to detention or suspension and/or may be declared ineligible to participate in athletics or activities. (Policy JED)

Lower grades and loss of credit may result when students fail to achieve certain course goals because of unexcused absences or failure to make up work. (Policy IKAD)

## **Authority Over Student Conduct**

Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner. These guidelines apply to students at school during the school day, enroute to and from school, and during school sponsored activities. (Policy JFC)

Off-campus and outside-of-school-time conduct that violates the district's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## **Bus Transportation**

Transportation to and from school will be provided for elementary students (grades K-5) living more than one mile from the school they attend and for secondary students (grades 6-12) living more than one and one-half miles from the school they attend. (Policy EEA)

Students who violate bus rules of conduct may be denied the use of district transportation. These rules include:

- Promptly obeying the directions of the driver.
- Being courteous to the driver, fellow students and passersby.
- Conversing in normal tones without the use of loud or vulgar language.
- Avoiding fighting, wrestling or boisterous activity.
- Remaining seated while the bus is in motion.
- Keeping the bus clean and not damaging it. (Policy EEACC)

## **Closed Campus**

Campuses are closed from the time the student arrives until classes are dismissed at the end of the school day. No student is to leave during this time, with the following exceptions:

1. A specified need verified by a parent and approved by an administrator.
2. A parent and school approved work release privilege.
3. When approved by parents and administrators.

Students who leave school grounds without authorized permission are considered truant. (Policy JEFA)

## **Controlled Substances and Alcohol**

Students may not use, possess, sell, distribute or be under the influence of controlled substances including alcohol. This directive applies while students are on district premises, at district-sponsored activities or otherwise under the jurisdiction of the district. Violations are sufficient cause for discipline, suspensions or expulsion from school. (Policy JFCI, Administrative Regulation JFCI-AR)

## **Dress and Appearance**

A student's dress and grooming shall be within reasonable standards of health, safety and sanitation. Dress or grooming that is immodest or disruptive to the educational process shall not be permitted at school. Clothing or materials will not be permitted at school if they represent or advertise tobacco products, inhalant delivery systems, alcohol, illegal drugs or violence; or if they contain racial or sexual messages, or inappropriate language. In addition, gang clothing and symbols are unacceptable for students under the

school's jurisdiction. Students who violate this policy may be subject to disciplinary action up to and including expulsion. (Policy JFCA)

### **Electronic Communication System**

The district provides an electronic communication system for the purpose of the advancement and promotion of teaching and learning. The system shall be used to provide statewide, national and global communications opportunities for staff and students. For the protection of our staff, students, and to remain in compliance with the provisions of the federal Children's Internet Protection Act, the district provides filtering to meet state and federal requirements intended to protect against access to inappropriate matter. All students using the district's electronic communication system will have on file with the school of their attendance a parent signed Acceptable Use and Internet Safety Policy form found on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).

Principals may permit grade appropriate use and possession of personal communication devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school sponsored activities or violate Board Policies, Administrative Regulations, or classroom rules, state and federal law. Personal communication devices may be confiscated and will be released to the student's parents. (Administrative Regulation JFCEB-AR)

### **Oregon Student Information Protection Act (OSIPA)**

In July 2016, Oregon passed a new law that puts educators in the role of providing oversight and protection of students and their personal information within the educational context. The intent of the Oregon Student Information Protection Act (OSIPA) is to prevent targeted advertising and the collecting of identifiable information on students grades K-12. Before being used in the classroom, the privacy policy of any app, extension or website must be examined and approved by a district oversight team. The current approved list may be found on [www.albany.k12.or.us](http://www.albany.k12.or.us) on our Technology page. This web page also includes technology tools that are restricted or out of compliance.

There are some technology tools that have been used by our teachers in the past that do not meet the new OSIPA standards. However, these tools have educational benefit to our students. Our teachers have determined that the educational value outweighs the potential risk for some of these apps, extensions, and websites. For example, the Remind app requires parental approval for users under age 18, but this is a tool that has been valuable to help remind students and parents of upcoming due dates. Some programs, such as Piktochart, are not intended for students under the age of 13, but this has been a great tool for some younger students to create customized graphics and graphical representations of their learning.

District teachers will continue to use their professional discretion, using some tools that do not meet OSIPA standards, for educational benefit in a supervised educational setting. Parents/guardians may request that their student not have access to such tools. The request should be submitted to the principal no more than 15 days after the district provides a copy of the Parent and Student Handbook at registration. For questions about specific usage of tools, contact your child's teacher(s) or our Curriculum Department at 541-967-4519. For more information about OSIPA, please visit <http://tinyurl.com/hx85pjh>.

### **Electronic Surveillance Notification**

The district may utilize electronic devices 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. (Policy ECAC)

In order to continuously improve our quality of instruction, district staff may, at times, videotape classroom lessons for observation purposes. This process is important for supervisor feedback, teacher goal-setting and growth, and, ultimately, student achievement. If you do not want your child(ren) videotaped during class, please notify the school in writing.

### **Food Service**

The district is pleased to serve nutritious meals at breakfast and lunch at very reasonable prices. Meals purchased at school are pay-as-you-go. Parents and students are encouraged to deposit sufficient funds in the student's meal account to ensure adequate funds are available when the student purchases a meal.

*Meal Prices: Elementary - Breakfast \$1.40, Lunch \$2.75; Middle - Breakfast \$1.45, Lunch \$2.95; High - Breakfast \$1.55, Lunch \$3.25*

***NOTE: For the 2021-22 school year - ALL students will receive breakfast & lunch at NO COST.***

### **Free and Reduced Lunch**

To apply for Free and Reduced Meals go to: <https://district.ode.state.or.us/apps/frlapp/>. Students attending Community Eligibility Provision (CEP) Schools (Albany Options, Calapooia, Central, Lafayette, Oak, Periwinkle, South Shore, Sunrise, Takena, Tangent and Waverly) do not need to apply for Free and Reduced Meals. Please fill out the Household Income Survey Form provided by the school. Parents must apply for Free and Reduced Meals for students attending all other schools. Click on the Apply button to start an application. The online applications will not work on an Apple computer, iPad or cell phone. All SNAP recipients must provide a case number. Only one application needed per household. If you need any assistance or have questions please contact Lonna Capaci in Nutrition Services (541)967-4622 after August 1.

***NOTE: For the 2021-22 school year - It is not necessary to fill out an approved Free and Reduced Meal Application in order for your child(ren) to receive meals at no cost. ODE/USDA has extended the COVID-19 waivers to operate under the seamless summer option through June of 2022. Having a current and approved application on file can be used to receive discounts for some other programs.***

### **Grades and Credits**

Schools are expected to make regular reports of student academic and social progress to parents.

At the beginning of the grading period, students will be informed of the basis of the grades and the methods to be used in determining them. (Policy IKA)

In determining grades, teachers will emphasize student achievement in relation to state standards and course goals. Students will be permitted the opportunity to achieve learning goals missed during absences through teacher-prescribed independent study or other assigned activities whenever practical and appropriate. Both grades and attendance data will be exhibited on a student's report card and permanent record.

Lower grades and loss of credit may result when students fail to achieve certain course goals because of failure to make up work. (Policy IKAD)



## **Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence, Domestic Violence**

Hazing, harassment (including harassment through electronic means) intimidation, bullying, cyberbullying and menacing by students, staff or third parties are strictly prohibited. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials.

Sexual harassment of and by students is prohibited. Students in violation of this policy shall be subject to discipline up to and including expulsion. (Policy JBA/GBN)

## **Making up School Closures**

Full days lost due to inclement weather or other factors will be made up as determined by the School Board in consultation with the employee associations.

## **Materials Distribution**

From time to time, schools are asked by community organizations to distribute information electronically or occasionally in paper form describing programs that may be of interest to students and their families. Our district cooperates with approved community partners by posting e-flyers online through a digital flyer distribution service. The district approves the distribution of flyers that meet the guidelines of Material Distribution Policy KJA and follows our Nondiscrimination Policy AC, supports the basic educational mission of the district and its core purpose and strategic goals, and provides educational benefit to children with activities and programs for self-development. Documents need to be made available in both English and Spanish in order to reach families who speak the top two represented languages in our district. Principals are the final authority in deciding if and how materials will be distributed in their building. Court decisions have directed that material distribution be done fairly and consistently within each individual school. Parents and students should understand that the flyers may describe athletic, educational, or religious activities that are not sponsored or endorsed by the school district.

## **Promotion and Retention**

Students will normally progress from grade to grade annually. Exceptions will be made only after prior notification and explanation to the student's parents, but the final decision will rest with school authorities. (Policy IKE)

## **Resolving Differences**

The Greater Albany Public School District is committed to the prompt resolution of differences with parents, students and other members of the public. People who have differences with the district or a school should first attempt to resolve problems in an informal, timely manner with the staff primarily involved. If this is not sufficient, the next step is presentation to the administrator with primary responsibility for the areas related to the concern.

If the complaint is not satisfactorily resolved and the person filing the complaint wishes to carry it further, a written complaint should be submitted to their supervisor, the Level Director or Assistant Superintendent. The complaint should include the reason for the complaint with supporting statements and evidence. If the complaint relates to a specific policy or procedure, the policy or procedure should be cited. District staff may

meet with the involved parties if advisable and will provide a written decision.

If the person filing the complaint is not satisfied, he or she may appeal to the school board. A detailed description of this process may be found in Board Policy KL, Public Complaints. Copies of this policy are available in all schools and the district office at 718 Seventh Avenue SW Albany or on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).

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

Student membership in secret societies and/or gangs in the school environment is prohibited. Students may not wear, possess, use, distribute, display or sell anything that is evidence of membership in or affiliation with a gang. Students also may not solicit others for gang membership; request others to pay protection or otherwise intimidate them; or incite other students to hurt or harass any other person. Students who violate this policy will be subject to disciplinary action up to and including expulsion. (Policy JFCEA)

### **Student Activities**

Students participating in school activity programs will be expected to adhere to the code of conduct outlined in the school's parent and student handbook. That code includes:

- Not using tobacco, alcohol, and illegal drugs.
- Respecting the property of others, including prevention of theft and vandalism.
- Exhibiting appropriate conduct. Responding courteously and promptly to the requests of authorities such as parents, teachers, principals, or activity officials.

If a student is suspended from participation in an activity, a phone call will be made to parents and a letter sent home informing them of the suspension and its duration. The student and/or the parents may request a conference with the principal regarding the action taken. (Administrative Regulation JFBA-AR-2)

### **Student Medical Insurance**

The School District endeavors to provide a safe environment for all students during recess and other school activities. The School District does not carry no-fault premises liability insurance for injuries suffered by students. Information regarding school-based medical insurance available to all students can be obtained from your student's school office.

### **Student Searches**

District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. Searches for evidence of a violation may be conducted subject to the following requirements:

- A district official has individualized, reasonable suspicion based upon specific and explainable facts that the student personally possesses some item that poses an immediate threat to the student's safety and/or others.
- The search is reasonable in scope. That the measures used are reasonably related to the objective of the search and the area which could contain the item(s) sought.

District officials may seize any item which is evidence of a violation of law, Board Policy, Administrative Regulation or school rules, or which use or possession is prohibited.

Students may be searched by law enforcement officials on district property when the student is under the jurisdiction of the district, upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all such searches, whenever possible. (Policy JFG)

### **Textbook and Library Management**

Textbooks and library books are checked out to students through their schools. If student books are overdue or have been lost or damaged, the student/parent may be asked to pay fines or the replacement costs and/or processing fees. Textbooks and library books may be replaced with a school-approved, used book purchased by the parent. Money that was paid for book replacement and the item is later found can be refunded up to one year after payment. If a student owes other fees or fines, the amount to be refunded will be applied to any outstanding fees or fines. In the event a student/parent is not able to pay the cost of fines or replacement cost and processing fees, a student may be provided with an opportunity to work out the balance owed. Assigned work duties are at the discretion of the building principal. Fees/fines may be waived by the principal in accordance with Board Policies JN and JN-AR.

### **Threats of Violence**

Student threats of harm to self or others, threatening behavior or acts of violence - including threats to severely damage school property - will not be tolerated on district properties or at activities under the jurisdiction of the school district. Students are responsible for informing a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others are encouraged to do the same.

Students found in violation of this policy will be subject to discipline up to and including expulsion. A referral to law enforcement shall be made in cases involving weapons or destructive devices.

Whenever a student makes threats in violation of this policy, the principal of the school shall consider the following actions: removing the student from the classroom setting; placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others; and requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom.

In addition, whenever a student makes a threat in violation of this policy, the building principal will notify the parent of any student whose name appears on a targeted list that threatens violence to the student or who has been threatened by another student. (Policy JFCM)

### **Tobacco**

Students may not possess or use tobacco products or inhalant delivery systems in any form on district premises, while under the jurisdiction of the district or while attending district sponsored activities. (Policy JFCG)

### **Vandalism**

Any student who willfully damages or defaces school property will be disciplined. Students and their parents will be held responsible for loss or damage of district property. (Policy ECAB)

## **Weapons**

Students shall not bring, possess, conceal or use a weapon on or at district property, or activities under the jurisdiction of the district.

Weapons include:

- Dangerous weapons: Devices that are used, attempted to be used, or threatened to be used, or under the circumstances in which it is used is capable of causing death or serious physical injury.
- Deadly weapons: Any instruments, articles or substances designed for and capable of causing death or serious injury.
- Firearms: Any weapons designed to, or readily convertible to, expel a projectile by action of an explosive.
- Destructive devices: any explosive, incendiary or poison gas component, or any combination of parts designed or intended to cause destruction and harm.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are also prohibited and are subject to seizure and forfeiture.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy, shall be expelled for one year. All other violations of the policy may result in discipline up to and including expulsion.

Administrators also will notify the appropriate law enforcement agency.

Possession or discharge of a firearm within a school zone is prohibited by federal law. A school zone is defined as in or on school grounds or within 1,000 feet of school grounds.

Disciplinary and/or legal action will be taken against students or others who assist in prohibited activities.

## **Safety and Security, Emergency Procedures**

### **Visitors**

To ensure the safety of students and staff, preserve the educational environment, protect district property, and prevent disruptive activity, district officials must know if any person who is not a member of the staff or student body is inside the building or on the facility grounds. Visitors may enter school buildings only through designated entrances and must check in with the front office before proceeding further into the building. (Policy KK)

### **Standard Response Protocol**

In the event of an emergency, the school district and school staff will do everything to safeguard students and staff. To accomplish this, the district has adopted the standard response protocol developed by the “I Love You Guys” Foundation. Responses are Lockout, Lockdown, Evacuate and Shelter and have procedures corresponding to the threat. Each protocol has specific staff and student actions that are unique to the action. (Admin Regulation EBCB-AR 4)

### **Lockout**

Lockout may be called when there is a threat or hazard outside of the school building that could become a safety issue for everyone on campus. Law enforcement, staff or building administrators could direct the school to initiate Lockout procedures due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the playground, or other concerns by building staff or administrators. The public

address for Lockout is: “Lockout! Secure the perimeter” and is repeated twice each time the public address is performed.

Students are trained to return to the inside of the building. Staff will recover students from outside the building, lock exterior doors, increase situational awareness, take roll and account for students, and conduct business as usual.

There may be occasions where students expect to be able to leave the building - end of classes, job commitment, end of the school day, field trips, etc. Depending on the condition, permission to leave the building may be denied. Students and staff will remain inside the building until the Lockout situation is cleared.

Law enforcement personnel may hold school buses and family member vehicles from approaching the school until the campus is released from the Lockout condition.

### **Lockdown**

Lockdown is called when there is a threat or hazard inside of the school building. Examples might include a dangerous animal within the school building or intruders. Lockdown uses classroom security to protect students and staff from threat. Law enforcement, staff or building administrators could direct this security level. The public address for Lockdown is: “Lockdown! Locks, Lights, Out of Sight!” and is repeated twice each time the public address is performed.

Students are trained to move away from sight line from the corridor and maintain silence. Staff will lock classroom doors, turn off lights, move away from sight, take roll and account for students, maintain silence and wait for law enforcement to open classroom doors.

If near the end of the school day, students and staff will remain inside the building until the Lockdown situation is cleared. Law enforcement personnel will hold school buses and family member vehicles from approaching the school until the campus is released from the Lockdown condition. Release from a Lockdown shall only occur with direct in-person release notification by an administrator or uniformed law enforcement personnel.

### **Evacuate**

Evacuate may be called when there is a need to move students and other building occupants from one location to another.

The public address for Evacuate is:

“Evacuate! To announced location” and is repeated twice each time the public address is performed.

Students are trained to bring their phones and to leave other personal possessions behind and form a single file line and depart the building. Staff will lead students to the evacuation location and take roll and account for students. Students and staff should be prepared to follow specific instructions given by staff or first responders.

### **Shelter**

Shelter is called when the need for personal protection is necessary in such instances as tornado, earthquake or airborne irritants. The public addresses for shelter might be “Shelter for Earthquake! Drop, Cover and Hold” and is repeated twice each time the public address is performed.

In the event of an earthquake, students and staff will be directed to DROP, preferably under a desk or table.



Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER their heads with their hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. Other responses may be situationally appropriate.

### **Student Discipline**

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The major objectives of the discipline program are to teach the following concepts:

- Individual rights, dignity and safety.
- The law, district policies and safety.
- Public and private property rights.

The district will enforce consistently and fairly all student rules, procedures and standards.

Students who violate these guidelines will be offered corrective counseling and/or be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the schools best interest may be suspended or expelled in accordance with Board policies and administrative procedures and rules. (Policy JG)

The information below summarizes key points of the district's disciplinary procedures. For a more complete listing of this information, consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW, or the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).

### **Corporal Punishment and Physical Force**

Corporal punishment is strictly prohibited in the district, and physical force shall not be used to discipline or punish a student.

Corporal punishment is defined as the willful infliction or willfully causing the infliction of, physical pain. Corporal punishment does not mean physical pain or discomfort resulting from a student's voluntary participation in athletic competition or such recreational activity.

No teacher, administrator, or other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A district staff member is authorized to use physical force when necessary to prevent a student from harming self or others.

### **Discipline of Disabled Students**

When a student being served by an individualized education program (IEP) engages in conduct that could warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified of the circumstances of the misbehavior, and the time and location of the IEP meeting to address the infraction and its relationship to the disability.

Should the IEP team conclude that the misconduct is not a manifestation of the student's disability; the

student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may review and revise the student's IEP, and determine whether a change in placement is needed.

Under circumstances involving weapons, drugs and/or the infliction of serious bodily injury, the district may remove the student to an interim alternative educational placement. (Policy JGDA/JGEA-AR)

### **Expulsion**

A principal or designee, after reviewing available information, may recommend to the superintendent or designee that a student shall be expelled. Expulsion of a student shall not extend beyond one calendar year unless a firearm is involved.

No student may be expelled without a hearing by the superintendent or designee unless the right to a hearing is waived by the parents or by the student if 18 years old. The right to a hearing may be waived in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parents agree to abide by the findings of a hearings officer.

When an expulsion hearing is to be held, the student and parents will be given written notice by personal service or certified mail at least five days before the scheduled hearing.

Notice shall include the specific charge or charges, the conduct constituting the alleged violation and the reason for expulsion, recommendation for expulsion, the student's right to a hearing and right to representation.

If the student or parent has difficulty understanding or speaking English, the district will provide translation. At the hearing, the student may have a representative present. The representative may be an attorney or a parent. The student will be afforded the right to present his or her version of the events and to introduce evidence. The student shall be permitted to be present and hear the evidence presented by the district.

The hearings officer will determine the facts in the case and decide upon disciplinary action including the duration of the expulsion if an expulsion is imposed.

The hearings officer's decision may be appealed to the School Board. Parents of students who wish to appeal will have the opportunity to be heard at the time the Board reviews the decision. The Board will affirm, modify or reverse the decision.

Before expulsion, the district must propose alternative programs of instruction, or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation.

(Policy JGE)

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. (Policy JG)

Students may be suspended for willful violation of school regulations, conduct which materially and substantially disrupts the rights of others to an education; conduct which endangers the student, other students or staff members and conduct which damages or injures district property. Suspension may take the following forms:

- In-school suspension: Exclusion of the student from class attendance for a designated period of time

to be determined by the administration.

- Out-of-school suspension:
- A temporary exclusion from school for not more than 10 school days.
- Exclusion in cases being investigated and/or pending exclusion.
- Exclusion until some specific pending action occurs such as a physical or mental examination; incarceration by court action; a hearing by the superintendent, or designee; and/or official Board action

Saturday school, detention before school, and/or detention after school may be assigned as disciplinary consequences in the place of suspension when appropriate.

Parents or guardians will be notified by telephone whenever possible and will be sent a letter in cases of an out-of-school suspension stating the date, time and charges for the suspension and the procedures for reinstatement. The statement may include a plan for the student to make up school work. The parents or guardians may request and be given a conference with the building principal. Suspensions may be appealed to the School Board.

Out-of-school suspended students are not to be on school grounds without administrative permission.  
(Policy JGD)

### **Your Guide to District Service**

Albany Community Pool	541-967-4521
Albany Public Schools Foundation (APSF)	541-979-2773
Alternative Learning	541-967-4563
Business Office	541-967-4505
Community After School Program (CAP)	541-967-9322
Curriculum, Instruction, and Assessment	541-967-4525
Executive Assistant	541-967-4511
FACT	541-924-3720
Human Resources	541-967-4503
Nutrition Services	541-967-4622
Nurse	541-967-4554
Physical Plant	541-967-4513
Special Ed	541-967-4624
Special Programs	541-967-4518
Student Services	541-967-4518
Transportation	541-967-4626
Welcome Center	541-704-2376

## Board Members & Zones

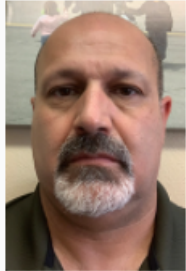


**Eric Aguinaga**

Board Chair  
At-Large No. 1

[eric.aguinaga@albany.k12.or.us](mailto:eric.aguinaga@albany.k12.or.us)

Term exp. June 30, 2023



**Pete Morse**

Board Vice Chair  
At-Large No. 2

[pete.morse@albany.k12.or.us](mailto:pete.morse@albany.k12.or.us)

Term exp. June 30, 2025



**Brad Wilson**

Board Member  
Zone 1

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Term exp. June 30, 2025



**Roger Nyquist**

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Zone 2

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Term exp. June 30, 2025



**Michael Thomson**

Board Member  
Zone 3

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Term exp. June 30, 2023

### **Superintendent**

541-967-4511

### **Assistant Superintendent**

541-967-4525

# MISSION

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*Building bridges to  
lifelong learning and  
brighter futures*

# VALUES AND BELIEFS

**B**UILD lifelong learners

**R**ESPECT individuals and community

**I**NSTRUCT at the highest level, preparing students for life

**D**ESIGN systems that represent all voices

**G**ROW social, emotional, and physical well being

**E**NGAGE multiple perspectives

**S**TRENGTHEN relationships



**GREATER ALBANY**  
PUBLIC SCHOOLS