

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

TABLE OF CONTENTS

THE BASICS

- 02 WELCOME REDHAWK NATION LETTER
- 03 TABLE OF CONTENTS
- 04 BELL SCHEDULE
- 05 QUESTIONS AND ANSWERS ABOUT SOUTH ALBANY



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

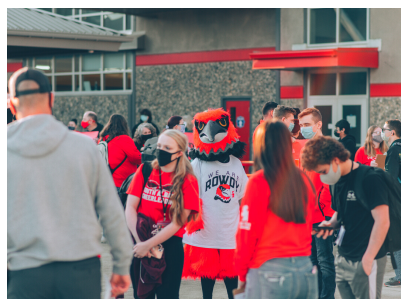
WORKING EFFICIENTLY

- 06 ADMINISTRATION AND STAFF HELP DIRECTORY
- 10 PRIDE
- 11 ACADEMICS
- 16 POLICIES AND STUDENT SERVICES INFORMATION
- 22 ATTENDANCE

GETTING INVOLVED

- 26 EMERGENCY PROCEDURES
- 27 ACTIVITIES AND ATHLETICS
- 28 GUIDELINES TO STUDENT BEHAVIOR
- 31 CELL PHONE POLICY

- COVID MAY CHANGE POLICIES AND PROCEDURES



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
Rover	7:40-8:35
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
Nutrition	10:15-10:30
3rd Period	10:30-11:25
4th Period	11:30-12:25
Lunch	12:25-1:00
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
Rover	8:40-9:35
FLIGHT	9:40-10:15
Nutrition	10:15-10:30
3rd Period	10:30-11:25
4th Period	11:30-12:25
Lunch	12:25-1:00
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
Nutrition	10:15-10:30
Rover	10:30-11:25
4th Period	11:30-12:25
Lunch	12:25-1:00
5th Period	1:05-1:50
Early Release	

Thursday

0 Period	6:50-7:35
1st Period	7:40-8:35
2nd Period	8:40-9:35
FLIGHT	9:40-10:15
Nutrition	10:15-10:30
3rd Period	10:30-11:25
Rover	11:30-12:25
Lunch	12:25-1:00
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
Nutrition	10:15-10:30
3rd Period	10:30-11:25
4th Period	11:30-12:25
Lunch	12:25-1:00
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

- John Hunter**.....**Principal**
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
- Bryce Bennett**.....**Assistant Principal**
Counseling, Career Center, Master Schedule, Credit Recovery, Graduation Success, Instructional Improvement, AVID, Discipline/Attendance, (A-F)
- Gina Ayers**.....**Assistant Principal**
Community Outreach, Instructional Improvement, Transfers, AVID, Professional Learning Communities, Discipline/Attendance-(M-R)
- Kelly Bussard**.....**Assistant Principal**
504 plans, Supervision Plans, Instructional Improvement, State Testing Coordinator, Discipline/Attendance-(G-L)
- Bob Daugherty**.....**Athletic Coordinator**
Athletic Department Operations, Game Management, Scheduling, School Calendar
- Andy Winn**.....**Dean of Students**
CTE, Attendance, Discipline, Supervisor, (S-Z)
- Leah Guilford**.....**Office Manager**

Athletics

- Bob Daugherty**.....**Athletic Coordinator**
John Hunter.....**Athletic Principal**
Taylor Schroeder.....**Athletic Trainer**
Amy Fraizer.....**Athletic Secretary**

Counseling (541-967-4533)

- Vickie Sparks**.....**Counseling Secretary**
Indica Stephenson..... (A - F Last Names)
Ann Bailey..... (G - L Last Names)
Joyce Hall Lebengood..... (M - R Last Names, Department Chair)
Rosa Davalos..... (S - Z Last Names)

BAT Team and Academic Support

- Katrina Gonzalez****Registrar**
Laura Mlsna (541-967-4531).....**Attendance Secretary**
Tim Matuszak.....**Assistant Dean of Students/Webmaster/Head Basketball Coach**
Edward Trudell.....**Campus Support**
Emily Ott.....**Campus Support**
Adam McAloney.....**Soar**
Melissa Tomaz.....**Credit Recovery and Red Zone Coffee Shop**

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
Fillmore, Ben.....	BEP
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
Musch, Emily.....	Language Arts
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

SOUTH ALBANY HIGH SCHOOL

ADMINISTRATION AND STAFF

HELP DIRECTORY

Spencer, Angela.....	Instructional Coach/AVID/AVID Coordinator
Swearinger, 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 Assistant
Swensen, Michelle	Library Assistant/Production Center
Sword-Thompson, Maranda.....	Personal Care Assistant
Torres, Evelyn.....	Bilingual Assistant
Tweeton, Sam.....	Personal Care Assistant/Head Boys Soccer Coach
Vargas, Norma.....	Bilingual Assistant
Victorio, Olivia.....	Front Desk Secretary/Bilingual
Viscarret, Mario.....	Bilingual Assistant
Warner, Sharon.....	Supported Educational Assistant
White, Chelsea.....	Trillium
Willard, Katie.....	Financial Secretary
Young, Alisha.....	Transition Specialist

Custodial Staff

Belcastro, Kelli	Head Custodial
Kleyn, Yelena.....	Custodian
Ramirez, Melissa.....	Custodian
Wall, Michael.....	Custodian

SOUTH ALBANY HIGH SCHOOL

ADMINISTRATION AND STAFF

HELP DIRECTORY

Food Service

Robinson, LaurieFood 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

ActivitiesJohn Hunter, Bob Daugherty
 Advanced Placement Program..... Bryce Bennett
 AnnualElyse Lipke
 Athletics, including Scheduling/Grounds and Facilities.....Bob Daugherty/Coaches/John Hunter
 Attendance..... Kelly Bussard
 BandColorado Paniagua
 Bilingual Education/ELD..... Juan Vasquez
 Budget John Hunter
 Campus Supervision Coordinator..... Gina Ayers
 Career & Employment CenterKatelyn Sawyer
 Child Development.....Hillary Mehlhoff
 Class Advisor (all grades).....Andy Winn
 Computer Technology..... John Hunter
 Drama.....Christy Anderson
 Elementary Mentor.....Jennifer Thibert
 Facility UseLeah Guilford and Jason Platt
 FACT.....Rich Guzman
 Forensic (Speech & Debate)..... Brandon Johnson/Patrick Leahy
 Fund Raisers.....Bob Daugherty / John Hunter
 Graduation Ceremony InformationKatrina Gonzales
 Honor Society..... Bryce Bennett/Brett DeYoung
 Immunization RecordsKatrina Gonzales
 Independent Study..... Bryce Bennett
 Leadership..... Kelle Angel
 Off-Campus CreditsBryce Bennett
 Parent ConferencesKelly Bussard
 Parent Communications..... John Hunter/Leah Guilford
 Parking, Student/Vehicle RegistrationKelly Bussard
 Credit Recovery Options..... Julie Foster-Teeter/Counselors
 RegistrarKatrina Gonzales
 Scheduling, Student/Master ScheduleBryce Bennett
 School/Community RelationsJohn Hunter
 Sentry/Student Newspaper Trisha Farver
 Special Education/504 CoordinatorKelly 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



SOUTH ALBANY REDHAWK PRIDE



CREATING A
SCHOOL WE
CAN BE
PROUD OF

EST. 2008

PERSEVERANCE

I Will...

NEVER GIVE UP, AND I
WILL OVERCOME
OBSTACLES

In the classroom, I
will...

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

On campus, I will...

BE PATIENT
BE KIND
HELP OTHERS

During school
activities, I will...

BE INVOLVED
ATTEND EVENTS
HAVE FUN
BE POSITIVE

RESPECT

I Will...

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

USE APPROPRIATE LANGUAGE
INTERACT APPROPRIATELY WITH
PEERS

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

On campus, I will...

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

During school
activities, I will...

SUPPORT THE PARTICIPANTS
AND THEIR EFFORTS
LIMIT SIDE CONVERSATIONS

INTEGRITY

I Will...

PRACTICE HONESTY,
DIGNITY, AND COURAGE

In the classroom, I
will...

FOLLOW CLASSROOM
RULES
DO MY OWN WORK
TELL THE TRUTH

On campus, I will...

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

During school
activities, I will...

ACT WITH CLASS
TREAT ALL PEOPLE WITH
RESPECT AND COURTESY.

DISCIPLINE

I Will...

DO THE RIGHT THING EVEN
WHEN NO ONE IS LOOKING

In the classroom, I
will...

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

STAY IN CONTROL OF MY
WORDS AND ACTIONS

On campus, I will...

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

During school
activities, I will...

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

EXCELLENCE

I Will...

ENCOURAGE MYSELF AND
OTHERS TO SUCCEED

In the classroom, I
will...

DO MY BEST
STRIVE TO IMPROVE DAILY
RECOGNIZE AND CELEBRATE
SUCCESSSES

On campus, I will...

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

During school
activities, I will...

POSITIVELY REPRESENT
MYSELF, MY SCHOOL, AND
MY COMMUNITY

ACADEMICS

Instructional Program

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

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

Enter college to receive additional educational training,

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

Enter the job market at the conclusion of his/her 4 year high school education.

Graduation requirements include the following components:

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

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

Homework Requests

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

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

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

Incomplete Finals

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

Report Cards

Our school year is divided into two 18-week semesters. Six-week progress reports will be available in FLIGHT period and on the Pinnacle Internet Viewer. 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...
F	FAMILY	Relationships are the foundation of our community; our shared experiences lead to authentic connections and empathy.	<ul style="list-style-type: none"> - Every student can identify at least one kind, caring adult. - We approach each other with empathy and a desire to understand. - We hold each other accountable, with kindness and high expectations.
L	LEARNING	The pursuit of academic excellence is relevant, rigorous and results-focused. Students and teachers, together, understand the purpose and value of what they are learning and why it matters.	<ul style="list-style-type: none"> - We are consistently implementing WICOR strategies across courses. - We are integrating Social Emotional Learning across our curriculum. - Our classrooms and programs actively engage teachers, learners, and families to achieve their best.
I	INCLUSION	Everyone learns best when they feel safe, welcome, and connected. Learning and school settings are culturally responsive and affirming. Students and staff can fully show up at SAHS when their whole identity is not just respected but embraced.	<ul style="list-style-type: none"> - Students and staff feel they belong. - We recognize, affirm, and support everyone to thrive by living out their full identity. - SAHS is integrated and connected into the community; parents, community members, and businesses are partners in providing opportunities that reflect the broader Albany community.
G	GROWTH	Every person at SAHS is on a path to be the best version of themselves. We support our people to take risks, fail forward, and celebrate their success.	<ul style="list-style-type: none"> - We allow students and staff the opportunity to take risks and succeed or fail in a supportive environment. - Students and staff have high expectations for themselves and others. - We recognize and respond to trauma.
H	HOPE	We believe in the possible. Regardless of current circumstances, every person should feel supported to choose their path, achieve their goals, and persevere through challenges. We're in this together.	<ul style="list-style-type: none"> - Students and staff feel supported even when times are challenging. - We set ambitious goals for ourselves and relentlessly pursue them. - We keep watch for and celebrate "A-ha" moments. - We focus on what is best for kids.
T	TRANSFORMATION	We want to prepare students for more than just college and careers; we want to prepare	<ul style="list-style-type: none"> - We push to our growth edges, which are outside of our comfort zone and to the place of productive struggle.

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-presentation or by paper draft.

Attending Sporting or School Events

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

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

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

Students and all spectators are expected to have appropriate behavior or will be removed from the event with potential additional school and activity consequences.

Students who are not in good standing (academically, behaviorally, or in attendance) may be excluded from attending sports or school events.

Dances

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

The dress for after-game dances is casual school clothes. The Homecoming, Winter and Sadie Hawkins Proms are semi-formal while the Junior/Senior Prom is formal.

Students and visitors at dances are required to maintain acceptable dress and behavior at all times. It also includes acceptable dance behavior that is neither lewd, sexually suggestive or degrading to the individual. Dancing will be "face to face" at all times. Behavior consistent with school-day expectations will be promoted.

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

Dance Visitors: Students may bring a guest to the SAHS dance or activity provided an administrator approves the guest prior to the night of the dance - Students may obtain and fill out a guest pass from the attendance/administration that will be faxed to the guest's school.

This process takes time, so guest passes are due by the Wednesday prior to the dance. Guests must be a high school student or recent high school/GED graduate. No middle school students or individuals 21 years of age or older may attend. Picture identification is required for all guests. Only one guest per South Albany High School student is allowed and guests must be with their host student to enter the dance. Guests must not have any major attendance or behavior issues. League agreement is that approved guests must meet academic, behavior and attendance requirements.

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

Prom Court Standards:

The criteria for being a member of Prom Court are:

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

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

Students expelled from high school currently or previously are ineligible.

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

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

Students must have demonstrated good attendance during the 18-weeks prior to the prom. Good attendance will be considered fewer than three absences from any one class in a 6-week period or an overall attendance rate above 92%.

Court members cannot have participated as previous Court members - the exception to this qualification is Junior/Senior Prom where any student can be selected who meets the criteria.

Student Assistance Program

In addition to the counseling staff at South Albany, we also work very closely with community agencies, including FACT, Family and Community Together. Rich Guzman, our FACT representative is on campus and is here to help.

Student Counselor

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

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

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

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

Library

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

Textbooks

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

- o Student's names, addresses and phone numbers
- o Student's photographs
- o Age and grade level
- o Participation in officially recognized sports and activities
- o Weight and height of athletic team members
- o Dates of enrollment
- o Degrees, honors, awards or certificates received
- o 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

JBA/GBN-AR(2) 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

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.

Discipline

South Albany's purpose in enforcing school rules is to create within the school an educational climate conducive to learning and to protect all members of the school community. In fulfilling this responsibility, the school must exercise direction and discipline of students. School rules are derived from the three following sources.

1. Responsibility, self-discipline, and self-respect: the democratic principles of self-respect for the persons and property of others and for the welfare of the group.
2. Respect for the rights, dignity, and safety of individuals within the school community: personal ethical standards, including courtesy, decency, morality, clean language, honesty, wholesome relationships with others, pride in one's work, and achievement within one's ability.
3. Respect for the law and observance of school district policies, procedures, rules and regulations: Constituted authority, namely rules, regulations, and policies consistent with Oregon Law, School Board Policies, and rules adopted by South Albany High School.

Students' at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district officials.

These rules and regulations apply whether the event occurs on or off school grounds, or whether the event occurs during regular school hours. Violation of school regulations may lead to disciplinary actions up to and including suspension or expulsion.

Off-Campus and Outside-of-School-Time Conduct

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. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Definitions of Disciplinary Actions

Administrative Options – It is recognized that not all disciplinary actions can be included or defined. Therefore, the Administration reserves the right to determine certain disciplinary actions, which more accurately meet the needs of the student. These options may include, but are not limited to, community or school service, individual contracting, agency referral, or counseling.

Student Conference – Formal or informal conference between student and one or more school members.

Parent Contact – Telephone call or letter to legal guardian.

Parent Conference – A meeting with student, parents, teachers, counselor and administrator.

Detention – Assignment of student to a supervised room, either during the school day or after school. Noon detention is held every day.

Saturday School – Assignment to Saturday supervised study period held at Memorial Middle School from 8:00 a.m. to 12:00 p.m.

Suspension – In School: Temporary removal of the privilege of attending classes, interacting with the student body, and from all school events including evening activities. Student will spend the day studying in a room at school. Out-of-School: Temporary removal of the privilege of attending school and from all school events and activities. Suspended students are not to be on our campus for **any** reason, not allowed on any other school campus, and they are to remain under the supervision of their parent or guardian during the school day.

Expulsion – The termination of the student's right to attend school and all school events, including evening activities, for up to one calendar year.

Due Process

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

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence.
2. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible.
4. In working through disagreements, the District complaint procedure will be followed.

Definitions and Consequences of Infractions

Consequences for the most common student behaviors that interfere with education are listed below. Actions taken will vary based on individual circumstances. Note: Disciplinary action may extend beyond the following guidelines. If an infraction violates the law, the appropriate enforcement agency may be contacted.

INFRACTION	DEFINITION	CONSEQUENCES	
		MINIMUM	MAXIMUM
Affectionate Display	Inappropriate or expressive physical contact.	Student Conference	Suspension
Aggressive Behavior	Physical behavior or actions directed towards another person/school including, but not limited to, posturing, verbal/electronic challenges, and disrespectful, profane, or offensive language.	Student Conference	Expulsion
Alcohol/Drugs/Nicotine Possession/Consumption	Possession, consumption, use, or sale of any alcohol, nicotine, narcotic, drug, or drug paraphernalia, on or about the school premises or at any school-sponsored activity.	Suspension Report to proper authorities	Expulsion
Altering School Records	Changing teacher grades in book or computer, altering hall passes, etc.	Suspension	Expulsion
Arson	Act or attempted act of fire setting.	Suspension & reimbursement report to proper authorities.	Expulsion
Assault	Physical attack	Suspension Report to Authorities	Expulsion
Automobile/ Parking Issues	Parking in unapproved areas, exceeding speed, or any unsafe issues (driver or passengers).	Student Conference	Suspension
Bus Misconduct	Disregarding bus regulations.	Student Conference	Suspension
Bullying/ Harassment	Any action that causes a person to feel threatened, belittled, afraid, ashamed, angry, hurt, or intimidated.	Student Conference	Expulsion
Cheating	Using another person's work in any form as your own or misleading behavior or actions.	Zero on assignment Admin. referral	Suspension Removal from class
Consequences Not Served	Failing attend assigned consequences or being on campus while suspended	Reassign	Expulsion
Computer/ Electronic Media Misuse	Electronic tampering such as keying profane/obscene language & accessing pornographic sites or information. Willfully deleting files, changing computer passwords or default settings & downloading inappropriate materials.	Suspension	Expulsion
Defiance/ Insubordination	Willful disobedience, uncooperative.	Suspension	Expulsion
Disrespectful/ Rude/Profane Remarks	Any use of this type of language.	Student Conference	Suspension
Disrupting Class	Inappropriate behavior that deprives others of their rights or that disrupts educational procedures/environment.	Detention	Expulsion
Disorderly/ Disruptive Behavior	Any behavior that disrupts the educational environment (riding devices on campus, horseplay, pushing, shoving, slapping, etc.)	Student Conference	Suspension
Dress, Inappropriate	Immodest, unsafe, disruptive, etc. as determined by staff.	Student Conference	Suspension
Electronic Devices	Any misuse of any device.	24-hr confiscation	Suspension
Explosives/ Fireworks	Use, threat to use, possession or sale of device.	Suspension Report to proper authorities.	Expulsion
False Fire Alarm	Intentionally activate a false fire alarm.	Suspension	Expulsion
Fighting	Physical contact with intent to inflict harm.	Suspension	Expulsion
Forgery or Dishonesty	Forging a note or pass, lying to staff, refusing to identify self, giving a false name, falsifying a call to excuse.	Student Conference	Suspension
Gang-Related Behavior	Violating district policy related to gangs.	Student Conference	Expulsion
Off-Campus without Permission	Potential to disrupt or impact the safety and efficient operation of the school.	Student Conference Search	Expulsion
Safety Violation	Acting in an unsafe manner	Student Conference	Expulsion
Tardiness	Unexcused tardiness to class.	Warning	Suspension
Theft	Take, possession of items not belonging to you.	Suspension	Expulsion
Threat/ Harassment/ Menacing	Committing extortion, coercion or blackmail; Name-calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence; Inappropriate physical or sexual contact disruptive to other students or school environment; Offensive conduct of a sexual nature, whether verbal or physical; Statements or actions that intimidate others, including hazing.	Student Conference	Expulsion
Trespassing/ Loitering	Presence in unauthorized place or without legitimate reason. Refusal to leave school property.	Student Conference	Expulsion
Unexcused Absence	Absence not excused by the school or parent.	Student Conference	Expulsion
Vandalism	Intentional destruction of school or others property.	Suspension/Reimbursement	Expulsion
Vehicle Misuse/ Parking	Inappropriate and/or unsafe use of vehicle. Cars parked in restricted areas are subject to towing at the student's expense.	Student Conference	Expulsion
Weapons	Bring, possess, conceal, or use a weapon including lookalikes or replicas.	Expulsion	Expulsion

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.

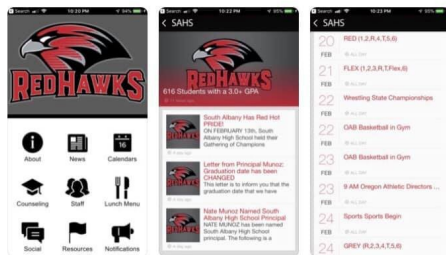
Email/Google Classroom: School staff provide school and student information to families. We encourage families to provide email or cell phone information for timely information.

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 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. Those wishing to receive an e-mail notification directly from the network may receive the service by logging onto 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), listen to local radio stations, KRKT FM 99.9 or AM 990 to stay abreast of current information or go to Flash Alert.

Cell Phones in an emergency situation - IMPORTANT School Safety Research.

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

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 2023:

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

Class of 2022:

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

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.

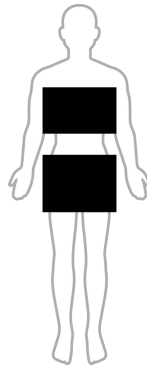
Dress and Appearance

A student's dress shall be within reasonable standards of health, safety, and sanitation. Dress that is 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, 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)

If a student's appearance violates one of the standards listed above, the student may be denied the right to attend school until the problem is corrected. A detailed description of inappropriate dress can be found below. Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or advisor with the concurrence of the school administration.

The following types of clothing and accessories will not be permitted at school and/or school-sponsored activities:

- Clothing or items that represent or advertise alcohol, tobacco, marijuana, or any other controlled substance.
- Clothing or items that target groups or individuals based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing or items that contain profane, vulgar, or inappropriate language.
- Clothing or items that contain language, innuendos, and/or illustrations that are sexual in nature.
- Clothing or items that are gang-related, or which include gang identifiers and symbols.
- Clothing or items with representations of weapons, or objects that could be used as weapons.
- Clothing must cover undergarments (bras and underwear).
- Clothing must cover all of the areas of the body indicated in the diagram below, front and back.



- Other specific items that are prohibited:
 - Bandanas
 - Sunglasses
 - Trench Coats
 - Chains and Spikes
 - Blankets

Additionally, dress which threatens safety or is disruptive to the educational process or performance of others will not be allowed.

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.



RED HAWKS

SOUTH ALBANY

CELL PHONE EXPECTATIONS

DEVICES ARE OFF AND AWAY UNLESS PERMISSION IS GIVEN.

- 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, smart watches, etc...off and away
- A “Phone Day Use” pass may be obtained from the front office for family emergencies.

CONSEQUENCES

FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL
<ul style="list-style-type: none"> • minimum ISS for remainder of period • minimum loss of phone for day • parent contact 	<ul style="list-style-type: none"> • minimum ISS for remainder of period • minimum loss of phone for day • parent contact/parent pick up phone • possible cell phone contract <i>cell phone access limited</i> 	<ul style="list-style-type: none"> • ISS or OSS • loss of phone for a period of time determined by contract • parent contact/parent pick up phone • cell phone contract <i>cell phone access limited</i> • This will be considered defiance and not a technology issue at this point.

