
SANTIAM JUNIOR/SENIOR HIGH SCHOOL



2022 -
2023

PARENT/STUDENT

HANDBOOK



SANTIAM CANYON SCHOOL DISTRICT

STAND TOGETHER • FIND YOUR PATH • NEVER GIVE UP

I am excited to welcome students to the 2022-23 school year. I am thrilled about a start to the school year that seems "normal". I am also excited about the high academics and amazing programs that we have to offer students this year. It is a great day to be a Wolverine!

We are extremely proud of our academic programs at Santiam. We feel that we offer a great balance of core academic classes alongside great elective and CTE courses. In addition, we highly encourage students to be involved not only in their daily academics, but also activities, clubs and athletics.

We look forward to working with you this year. If you have any questions or concerns, please stop by and see me.

Sincerely,

Angela Rasmussen

Angela Rasmussen
Principal

Table of Contents

| | |
|---|-----------|
| Teacher Directory & Student Leadership Directory | 5 |
| Campus Assistance Directory | 6 |
| Academics | 7 |
| Homework Policy | 7 |
| Make Up Work | 7 |
| Grading Policy | 7 |
| INC (Incomplete) Grade | 7 |
| Valedictorian/Salutatorian Policy | 7 |
| Changing/Dropping Classes | 8 |
| Alternative Education Program | 8 |
| Junior High School Students Taking High School Classes | 8 |
| Off-Campus Courses for Credit | 8 |
| Transcripts | 9 |
| Early Graduation | 9 |
| National Honor Society | 9 |
| Talented And Gifted | 10 |
| Student of the Month | 10 |
| Physical Education | 10 |
| Special Programs | 10 |
| School Counselor | 11 |
| Graduation Requirements | 11 |
| College Entrance Requirements | 12 |
| SAT Test Dates | 12 |
| Honor Roll | 12 |
| Distinguished Scholar Program | 13 |
| Athletics | 13 |
| OSAA Sponsored Sports | 13 |
| Eligibility Rules | 14 |
| General Information | 14 |
| Communication with Parents | 14 |
| Address and Phone Changes | 14 |
| Volunteers, Parents and Community | 14 |
| Release | 15 |
| Withdrawal from School | 15 |
| Students in Transition | 15 |
| ASB Sticker | 15 |
| Charges/Fees/Fines | 15 |
| Transportation | 16 |
| Lunch/Breakfast Program | 17 |
| Phone Calls/Messages/Item Drop-off | 17 |
| Lockers | 17 |

| | |
|--|-----------|
| Abuse Reporting | 17 |
| Telephone Use | 18 |
| Gymnasium Use | 18 |
| Hall Passes | 18 |
| Illness at School | 18 |
| Medication at School | 19 |
| Communicable Disease Prevention and Control Plan | 19 |
| School Closure | 19 |
| Emergency Drills | 20 |
| School/Building Use Hours | 20 |
| Trespassing | 20 |
| Field Trips | 20 |
| Homemade/Prepared Food Distribution | 21 |
| Visitors | 21 |
| Complaints About District Personnel | 21 |
| Fundraising | 21 |
| Closed Campus | 22 |
| Student Vehicles | 22 |
| Personal Property | 22 |
| Lost and Found | 22 |
| Skateboards/Bicycles/Scooters/Roller Blades | 22 |
| Cell Phones and Electronic Devices | 22 |
| Cheating/Plagiarism | 23 |
| Attendance | 23 |
| Assembly of Students | 25 |
| Photos/Video Exclusion | 25 |
| Dances | 25 |
| Student Conduct | 26 |
| Student Rights and Responsibilities | 26 |
| Disciplinary Actions | 26 |
| Student Dress | 28 |
| Destruction of Property | 29 |
| Weapons/Dangerous Devices | 29 |
| Student Disruption | 30 |
| Fighting | 30 |
| Harassment/Hazing/Menacing/Intimidation | 31 |
| Defiance | 31 |
| Obscene Language/Sexual Matter | 32 |
| Physical Restraint | 32 |
| Search and Seizure | 32 |
| Relations with Law Enforcement Agencies | 33 |
| Tobacco, Drugs and Alcohol | 33 |
| ADA Access Information | 33 |
| Student Resources | 35 |
| Bell Schedule | 35 |

Teacher Directory

| <u>TEACHER</u> | <u>COURSES</u> | <u>EMAIL PREFIX*</u> |
|-------------------|-----------------------------------|-----------------------|
| Daniel Asay | English & Art & Social Studies | daniel.asay |
| Hannah Baker | Life Skills | hannah.baker |
| Jeffrey Benjamin | English & Social Studies & German | jeffrey.benjamin |
| Steve Bennett | Student Support & Electives | steve.bennett |
| Alicia Boyd | Culinary Arts | alicia.boyd |
| Kerry Crowston | Social Studies & PE & Weights | kerry.crowston |
| Dan Cunderman | Math & Science | dan.cunderman |
| Ross Dilts | Science | ross.dilts |
| Jennifer Dodge | Science | jennifer.dodge |
| Julian Downey | English & Health | julian.downey |
| Clint Forste | Health & Weights | clint.forste |
| Rob Harris | Band | robert.harris |
| JD Hill | Math | james.hill |
| Amber Jungwirth | English & Social Studies | amber.jungwirth |
| Elizabeth Kackley | Math & Science | elizabeth.kackley |
| Chris Lindemann | Construction | christopher.lindemann |
| Megan Lindsey | English & Social Studies | megan.lindsey |
| Kristen Meeker | Resource 6th-8th | kristen.meeker |
| Kaleen Rios | Resource 9th-12th | kaleen.rios |
| Jason Saari | Social Studies & Spanish & Auto | jason.saari |
| Monica Schaefer | Math & Leadership | monica.schaefer |
| Zac Steele | PE | zac.steele |
| Amber Tinney | Health Careers | amber.tinney |
| Madeline Wilson | English & Fitness | madeline.wilson |

* staff emails start with prefix and end with @santiam.k12.or.us

Student Leadership Directory

ASB President
 ASB Vice President
 ASB Press Secretary
 ASB Treasurers

Grace Lindemann
 Kielyn Thurston
 Hope Schenk
 Ellie Lindemann
 Parker Hanna

Campus Assistance Directory

| | | | |
|--|--------------------------|---------------------|----------|
| Angela Rasmussen | Principal | angela.rasmussen | ext. 201 |
| <i>Contact for assistance with any school based needs.</i> | | | |
| Blane Lazar | Assistant Principal | blane.lazar | ext. 235 |
| <i>Contact for assistance with any school based needs.</i> | | | |
| Alex Nalivaiko | Supported Ed Director | alex.nalivaiko | ext. 308 |
| <i>Contact for assistance with Special Education Program support.</i> | | | |
| Clint Forste | Athletic Director | clint.forste | ext. 206 |
| <i>Contact for assistance with athletics, athletic eligibility and athletic scheduling.</i> | | | |
| Amy Jensen | Counselor | amy.jensen | ext. 205 |
| <i>Contact for assistance with student support services. Serves students with last name A-K.</i> | | | |
| Debbie Fawcett | Counselor | debbie.fawcett | ext. 218 |
| <i>Contact for assistance with student support services. Serves students with last name L-Z.</i> | | | |
| Todd Reeser | Dean of Students | todd.reeser | ext. 207 |
| <i>Contact for assistance with student discipline.</i> | | | |
| Kimberly Hutchinson | Office Manager/Registrar | kimberly.hutchinson | ext. 202 |
| <i>Contact for assistance with student records, transcript requests and fees/payments.</i> | | | |
| Karen Baker | Attendance Manager | karen.baker | ext. 203 |
| <i>Contact for assistance with attendance, homework requests and front office help.</i> | | | |
| Santiam Canyon School District Office | | | ext. 302 |
| <i>Contact for assistance with facility use and inter-district transfers.</i> | | | |

Homework Policy

Homework is a natural extension of the classroom. Students can expect to have some homework each evening. The amount of homework will vary according to subject and by what is accomplished in the classroom on a specific day. We highly encourage parents to become involved in this process by providing encouragement and support, and checking with students daily to ensure that assignments are completed and turned in.

Make-up Work

When students are ill and/or absent from school, parents are encouraged to use Wazzle Gradebook as a resource. If you need parent login information for Wazzle please contact the SJSHS main office. Students who miss class for school sponsored activities are responsible for obtaining a Planned Absence Form from the office and talking to teachers prior to missing class regarding making up classroom work when returning to school. Parents and students must notify the school if your child will have an extended absence. Students who are excused by their parents will be allowed to submit make-up work. Teachers are not required to accept any work if the absence is unexcused.

Grading Policy

A Progress Report will be provided once each semester (at 9 weeks) to inform the student and parent(s) of what the grade would be if the semester were ending at that time. The semester grade represents 18 weeks cumulative work and becomes a part of the student's permanent record (transcript).

INC (Incomplete) Grade

An incomplete (INC) is given in cases of prolonged illness, an approved trip, or an emergency has deterred the student from completing class work by the end of the grading period. A student must complete his/her work within six weeks following the end of the grading period unless prior arrangements have been made. If the work has not been completed, the student will receive a failing grade. It is the student's responsibility to make-up the work. Please submit requests for incomplete grading to your child's counselor, prior to the end of the semester.

Valedictorian/Salutatorian Policy

Valedictorian status will be awarded to students who have the highest unweighted cumulative GPA over 8 semesters in high school.

Salutatorian status will be awarded to students who have the next highest unweighted cumulative GPA over 8 semesters in high school.

Changing/Dropping Classes

It is the goal of the staff at Santiam that students are placed in classes according to state and district requirements, their ability level and their expressed interest in the curriculum. Students who request to change their schedule must do so by the end of the third week of the semester without penalty. Dropping a class after that time frame will result in an F grade for that course unless extenuating circumstances are approved.

Alternative Education Program

The district is dedicated to providing alternative education opportunities for students. Programs are designed to assist students as they work to achieve the goals of the curriculum in a manner consistent with their learning styles and needs. A parent whose student has erratic attendance or severe discipline problems may be notified of alternative education options. Alternative education shall be provided for an expelled student in accordance with Oregon law.

Junior High School Students Taking High School Classes

When junior high school students take high school courses, the student will have the opportunity at the end of each semester to “opt-in” for receiving course credit. This “opt-in” form will need both student and guardian signature.

Off-Campus Courses for Credit

All classes not offered directly from Santiam Jr/Sr High School, such as Chemeketa CC or Chemeketa online, Oregon Connections Academy (ORCA), etc. must have advance administrative/counselor approval to receive credit. With prior approval many classes, and possibly fees (or partial fees) associated with the class, may be covered by the district. Students will not be allowed to take courses offered elsewhere if the same/equivalent course is offered at Santiam Junior Senior High School.

College credits will be transferred using the following criteria:

- Three term hours of any college transfer course will be equal to one-half (1/2) unit, elective or required. In order to make changes to this, approval from administration is needed. Other college credits (1, 2, 4, etc.) will be negotiated with the counselor and/or administration prior to taking the class.
- In order to receive transcribed high school credit, students must provide their high school counselor with a copy of their final grade.
- Credits for classes taken from other sources than listed above need to be approved by administration.

Transcripts

All requests for copies of transcripts must be made at the high school office. Students currently attending high school may have copies of transcripts at no charge up until one year post graduation date. Requests after that date will cost \$10.00. No official transcripts will be issued until all fees have been paid.

Early Graduation

Santiam Jr/Sr High School recognizes the right of parents and students to request early graduation and may agree that some students should be exempt from a full four-year attendance expectation. Santiam Jr/Sr High School strongly advocates full time attendance rather than aspiring to meet only minimum standards of educational achievement in high school. In the majority of cases, full school attendance may have more satisfying long range implications in the areas of opportunities for career decision making, normal maturation processes and in becoming a more productive citizen.

Requirements:

- Students must apply for early graduation by filling out the “Intent to Graduate Early” form and they must obtain parental and administrative approval by October 1st, of their Junior year.
 - Oregon diploma requirements must be completed by graduation day in order for the student to participate in any part of the graduation ceremony.
 - It will be the parent/students’ responsibility to maintain contact with Santiam Jr/Sr High School regarding graduation activities.
 - Juniors graduating early may not be Valedictorians and Salutatorians.
 - Early graduating Juniors may not be eligible for all scholarships.
-

National Honor Society (Grades 10-12)

National Honor Society (NHS) is a national organization. Membership in the NHS is based on four principles including scholarship, leadership, character and service. Members of NHS focus not only on academics but also serving their school and community. To apply you must meet the following criteria:

1. Have completed your freshman year (be a sophomore, junior or senior)
2. Have a 3.5 GPA or higher
3. Submit a completed NHS application
4. Submit two recommendations (at least one from SJSHS staff member)

If you have any questions about NHS, stop by the counseling center.

Talented And Gifted

In accordance with ORS 581-22-403, Santiam Canyon Public Schools identifies and provides services for students with exceptional academic talents or intellectual gifts. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students, which will maximize their potential. If you have any questions about TAG services please contact the district TAG coordinator Ken Allison.

Student of the Month

Every month each staff member at SJSHS will choose a student that exhibits a particular character trait. Students chosen will be awarded Student of the Month and they will receive recognition from school administration. Here is a list of the character traits we are looking for each month:

| | |
|-------------------------------|----------------------------|
| September - Responsible | October - Kindness/Respect |
| November - Leadership | December - Gratitude |
| January - Teacher's Choice | February - Cooperation |
| March - Trustworthy/Integrity | April - Determination |
| May - Teacher's Choice | |

Physical Education

Students in Physical Education classes are responsible for furnishing their own P.E. clothes and shoes as approved by the instructor. Students are strongly encouraged to dress down to participate due to health, hygiene, and safety issues.

Any student enrolled in P.E., if present at school, must participate in class in order to participate in an athletic or extracurricular activity that same day. The P.E. instructor may modify the P.E. activity depending on the extracurricular event or condition of the student.

Students must have a note from a parent to be excused from participating. If any student is unable to participate in P.E. for more than two (2) days, parents need to contact their PE teacher. This will allow the student and teacher to formulate an alternative program for the student during that period of time. Students must have a medical release signed by their doctor before returning to the regular P.E. program.

Special Programs

The district provides special programs such as, but not limited to: students who are English Language Learners, students with Special Education needs and students with Section 504 needs.

School Counselor

Our counselors are available to assist students! Students have the opportunity to meet with a counselor when they are struggling academically, emotionally, socially, or physically. Students wishing to see the counselor should go to the counseling center to see if the counselor is available or schedule an appointment online. If a situation arises during class time the student must let the teacher know that they would like to go to see the counselor. Students and parents are encouraged to contact the counselor for support and/or referrals early in the development of a problem.

| Personal/Social Development | Career Development | Academic Development |
|---|---|--|
| Self-esteem, decision making, family situations, accessing community resources, alcohol and drug issues, individualized counseling, social services referrals, violence prevention, depression, abuse situations, crisis/trauma/grief/loss, eating disorders, and more... | Alternative education opportunities, professional & technical apprenticeship information, career education opportunities, referral to other career opportunities, military information, work experience information, assist in post high school planning & career path, advice on college and occupational testing, and more... | High school & post-high school advising, college planning & preparation, consulting on alternative education opportunities, senior graduation credit evaluation, 4-year planning worksheet, assist in planning for course selection, and more... |

Graduation Requirements

| Graduation Requirements – General Diploma | |
|---|--------------|
| Course Categories | Units Needed |
| English: | 4.0 |
| Mathematics: (Algebra 1 level and above) | 3.0 |
| Social Science: | 3.0 |
| Science: | 3.0 |
| Health: | 1.0 |
| Physical Education: | 1.0 |

| | |
|--|------|
| Second Language/The Arts/Career and Technical Education (CTE): (Any courses in Art, Foreign Language, Drama, Music, etc) | 3.0 |
| Electives: | 6.0 |
| Total (minimum requirements) | 24.0 |

****Every student must meet all Oregon diploma requirements specific to their graduating year.****

Students who have completed four (4) years of high school attendance, but not yet completed requirements, may continue their enrollment until requirements up to the age of 19. A person whose 19th birthday occurs during the school year shall continue to be eligible for a free and appropriate public education for the remainder of that school year.

Students who have not earned passing grades for all 24 credits by two days before graduation will not walk at graduation.

College Entrance Requirements

Students intending to enroll in a post-high school education program must plan carefully to assure entrance requirements are met and completed prior to established deadlines. Many colleges can have additional or different entrance requirements. It is the student's responsibility to ensure they have met ALL requirements for the institution they plan to attend.

SAT Test Dates

The SAT is offered several times each year. You can register directly at www.collegeboard.com and check for registration deadlines (usually 5 weeks prior). Upcoming dates for the exam listed below:

| | | |
|-----------------|------------------|------------------|
| October 1, 2022 | November 5, 2022 | December 3, 2022 |
| March 11, 2023 | May 6, 2023 | June 3, 2023 |

Honor Roll

The Honor Roll will be determined two times per year, following each semester, and certificates will be awarded. The Honor Roll categories will be as follows:

1. Honor Roll (G.P.A 3.50-4.00)
2. Honorable Mention (G.P.A 3.00-3.49)

To be placed on the Honor Roll, a student's semester G.P.A must be based on a minimum of five graded classes.

Distinguished Scholar Program – Graduating Seniors Only

Senior students will be awarded Distinguished Scholars award upon graduation. Awards include an Academic Medallion and Certificate. These will be awarded to a student when the following criteria are met for a total of six (6) semesters (do not have to be in succession):

1. 3.75 or higher semester G.P.A.
2. A minimum five (5) classes taken each semester for high school.
 - Teacher's Assistant and Study Hall do not count
3. No semester grade less than a B

Athletics

Athletics are an important part of the total education program at Santiam Jr/Sr High School and we offer the following OSAA sponsored sports for 7th - 12th grade students:

| Fall | Winter | Spring |
|---------------|------------|----------------|
| Cross Country | Basketball | Baseball |
| Football | Wrestling* | Softball |
| Volleyball | | Track & Field* |

* 6th graders can compete in these sports.

Athletes are governed by a combination of Santiam Canyon School District regulations and OSAA (Oregon School Activities Association) regulations. The athletic program has quality coaches who have outstanding reputations in their fields and who take pride in teaching athletes to utilize their full potential and pride themselves in their participation and sportsmanship. The program honors sportsmanship on the field and in the stands. It teaches individual values of cooperation and competition, the discipline to balance academics and athletic requirements, and the ability to cope with both adversity and success. Athletes **are expected to attend school the entire day** of an interscholastic activity or practice session if they intend to participate in that day's event. The athletic director will handle exceptions.

To be academically eligible to participate in an OSAA-sponsored sport, a SJSHS student must:

1. Be enrolled in classes that will yield 2.5 credits in a given term;
2. With the exception of incoming 9th graders, obtained 2.5 credits during the previous academic term (summer is considered an extension of second semester by the OSAA);
3. Be "on track to graduate" as determined by the OSAA:
 - a. 4.5 credits completed prior to the 10th grade year;

- b. 10 credits completed prior to the 11th grade year;
- c. 17 credits completed prior to the 12th grade year.

Other eligibility rules:

1. If a student moves into the district, his/her parents or legal guardians have to move with the student and, if they are guardians, must have held this status prior to the move and must have lived with the student previously. (OSAA)
2. A student who enters the 9th grade for the first time is eligible when he/she attends Santiam Jr/Sr High School. (OSAA)
3. Once students enter grade nine, they have the potential to compete in eight consecutive semesters. (OSAA)
4. A student who turns 19 before August 15 shall be ineligible for athletic competition. (OSAA)

General Information

Communication with Parents

Santiam Jr/Sr High School staff strives to have good communication with parents. Parents will be notified by phone to report attendance issues. Grades are mailed home every nine weeks. School personnel will contact parents when important issues arise. However, parents are encouraged to contact teachers and/or counselors by phone or email when they have questions or concerns. Parents may also access information from the web-site, the newsletter, and the school Facebook page.

Address and Phone Changes

Any student and/or parent/guardian who changes place of residence, P.O. Box number or changes their phone number during the school year must report the change to the school office as soon as possible.

Volunteers, Parents & Community

In order to volunteer in the school, assist on field trips, etc. it is required that a Criminal History check be performed. The simple form is available in the school's office. Please stop by and fill one out. Please be aware that the Criminal History form can take up to 2 weeks to process.

Release

Students who have enough credits to graduate without attending school all seven periods each day may be allowed to have a release in their schedule. Generally, we expect that students who have a release are off campus during that time. However, with permission from the administration, a “release” student may come on campus to work in the library or with a staff member.

Withdrawal from School

When it is necessary for a student to withdraw from school for any reason, the office must be notified. A withdrawal slip must be obtained from the office and turned back in with all necessary information completed. The slip must be signed by all teachers and a parent, with current course grade listed. All books and equipment must be returned and all fees/fines paid to the school before the student can be cleared by the office for withdrawal.

Students in Transition

One goal of Santiam Jr/Sr High is ensure that students have the opportunity to enroll in school and access educational and extracurricular activities regardless of the permanency of their living situation. The McKinney-Vento Act protects the educational rights of students, including unaccompanied youth, who lack a fixed, regular, and adequate nighttime residence. McKinney-Vento ensures the student’s expedited enrollment in the appropriate school, including necessary transportation, automatically enrolls students in the free lunch program, and provides additional support, such as school supplies and clean clothing.

ASB Sticker

All students have the option to purchase an ASB sticker for \$20.00. ASB Stickers allow free admission to home sporting events, not including playoff games. The ASB sticker also gets a student discounted or free admission to school dances.

Charges/Fees/Fines

Textbooks, library books, uniforms, and other school materials are furnished to students on the condition that any loss or damage beyond ordinary wear shall be paid by the student as assessed by the teacher or school. The loss or damage will be computed on the replacement cost. Students incurring charges, fees and/or fines may be billed periodically throughout the year and once after the school year ends. Students can check their fee balance in the main office.

Any money owed by Seniors must be paid prior to graduation to receive your diploma. For all other students, any amount not paid by the end of the year will be carried over to the following year. Any money owed to clubs or organizations by students for fund raising activities is the student's responsibility and may be listed on student billings. Failure to pay fees owed may result in records or report cards being held. It may also impact a student's ability to participate in special activities, i.e. dances, field trips, graduation activities, etc.

When a student contracts to participate in a school sponsored trip and drops out after funds have been spent on his/her behalf, the student will need to reimburse the group that made the expenditures.

Transportation

We contract our bus services through First Student, who creates routes and stops for efficiency. If you have bus related questions please contact First Student at 541-327-9654. All students who live more than one and a half miles from school may be offered free transportation to and from school.

The Oregon State Department of Education has adopted Rules Governing Pupils Riding School Buses and School Activity Vehicles, OAR 581-53-010.

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and afternoon.
5. Pupils shall not bring firearms, weapons or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or body parts through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
16. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the bus rules adopted by the Oregon State Department of education:

- All electronics used on the bus must be silent or be used with a headset.
 - No eating during routes.
 - No large equipment on the bus that is not needed at school, skateboards, etc.
 - No glass items are allowed on the buses.
-

Lunch/Breakfast Program

All students are eligible for free lunch and breakfast for the 2022-23 school year.

Phone Calls/Messages/Item Drop-Off

Office staff do not take or deliver messages for students and will only interrupt classes in cases of an emergency. We encourage families to have a plan in case your student forgets something and you need to drop it off at school. Let your student know you'll leave items in the main office. We'll hold them for your student to pick up either after class, during lunch or after school.

Lockers

Lockers will be assigned to each enrolled student. Students are responsible for their assigned locker. Any changes in locker assignment must be completed through the office.

Lockers and desks are the property of the school and are on loan to the student. School administrators have the authority to check any student's locker or desk at any time there is reasonable suspicion it may contain illegal or prohibited items or conceal evidence of an illegal act or school violation. There will be periodic locker/desk inspections held by school officials. The school cannot be held responsible for items lost or stolen from a student's locker or desk. Locks/lockers are not to be jammed so the door shuts but does not lock.

Defacing lockers/desks, placing personal locks on or tampering with other student's lockers/desks will be cause for disciplinary action.

Abuse Reporting

By law, any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) or local law enforcement agency. The building principal is also to be immediately informed.

Oregon law recognized these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse and sexual exploitation.

Any student, who believes that they have been subject to any of these types of abuse, is encouraged to contact any staff member.

Telephone Use

Students will only be called out of class to receive emergency calls from a parent or guardian. Students are not to use the phones in the classrooms, faculty room or staff offices. Use of the telephone in the office for non-emergency use is permitted with permission.

Gymnasium Use

Students are not to climb or walk on the bleachers when they are folded. Student use of the gym before school, during lunch time, and after school is prohibited unless a faculty member is present to supervise. No dogs or any other pets are allowed in the gymnasium. Please try to use clean soft-soled shoes to protect the gym floor.

Hall Passes

During class time no student is allowed to leave the classroom without first obtaining a hall pass that is authorized by the teacher. Students are expected to go to and from their designated destination only.

Illness at School

None of us likes to think about our children being hurt or ill, but we all know that things happen from time to time. Please be sure that the school office has current information regarding how parents and other emergency contacts can be reached. If you work, be sure that we have your current work telephone number, and please let us know immediately if your telephone numbers change during the year.

Students should report all accidents or injuries immediately to the supervisor on duty. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will summon emergency assistance, transport to the local emergency room, or contact the physician listed on the

enrollment form. If you do **NOT** wish any of these steps to be taken in the event of serious injury or illness, please notify us in writing at the beginning of the school year.

If students become ill at school they are reminded **NOT** to leave the school grounds without checking out in the office. Students may not leave without consent from their parents or other emergency contacts.

Medication at School

Ideally, all medication should be given at home. However, if a parent requests that prescription or nonprescription medication be dispensed to a student by school personnel the following guidelines must be followed:

1. All written requests or consents for dispensation of medication shall be directed to the office. Appropriate forms may be picked up at the school's office.
2. The written request shall include either a completed medication permit or written instruction from the physician for the administration of the medication.
3. Medication is to be submitted in the original container.
4. Medication is to be brought to the school by the parent and/or guardian.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, an attempt will be made to notify the parent as soon as possible. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent as soon as possible.

In grades K-12 emergency medications identified by state statutes require a self-medication form to be completed and approved by school administrator and/or district nurse. Please contact your child's school office for assistance.

Communicable Disease Prevention and Control

The Santiam Canyon School District "Communicable Disease Prevention and Control Plan" is located on the District webpage under the "Our District" tab.

School Closure

At times during the school year it may be necessary to close school or to open late due to severe weather conditions that make driving hazardous. In the event of a school closure, do not depend on someone to be at the school. If the weather is bad, staff will not be there either. Announcements regarding school closures will be made through the Santiam

Canyon School Messenger System via text message, phone call and email, which comes from the contact information supplied to our school offices. Closures and delays may also be relayed on local radio and news stations by 6:30 a.m. Please listen for SANTIAM CANYON SCHOOL DISTRICT and NOT North Santiam School District. Announcements regarding the closures and delays are also generally posted on the Santiam Canyon School District Facebook page.

Emergency Drills

Fire drills will be unannounced and conducted monthly throughout the year. We will also conduct 2 lockdown drills throughout the course of the year.

Willfully causing a false fire alarm or bomb threat is prohibited by school rule and by law. A student violating this rule will be recommended to the school board for expulsion and the police will be notified. Tampering with fire extinguishers, hoses, alarms, or detectors is also prohibited.

School/Building Use Hours

The building doors will be unlocked for student entrance at 7:30 a.m. each school day. The campus will close and all outside doors will be locked at 4:00 p.m. All students are asked to be out of the building unless involved in a sport/activity with an advisor or having specific permission from a teacher or administrator. Parents are responsible for student supervision when on school grounds outside the regular school day.

Trespassing

All persons who are not in regular attendance are not allowed on the school grounds during, immediately before, or after regular school hours unless they have received permission from administration. If, after being warned to leave, the unauthorized person fails to heed the warning, the police will be called and the unauthorized person may be subject to arrest on criminal trespassing charges. **Repeated instances of trespassing will be reported to local enforcement as well. Students who are under any form of suspension are not allowed on district property or at any school activity anywhere, unless approved by administration.**

Field Trips

Throughout the year students may be involved in field trips. Teachers will send home a notice in advance of any outing that involves transporting children beyond the town of Mill City. Field trips in Mill City are covered under the parent permission given during registration. Sometimes a small amount of money may be requested from each student to cover entrance fees or facility use costs.

Homemade/Prepared Food Distribution Restriction

Home-prepared foods, other than for individual student lunches, are not to be brought to school. Prepackaged food items that are made in licensed commercial facilities may be distributed at school provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed and that servings are individual.

Visitors

To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested. All visitors must report to the office upon entering school property. Visitors may be allowed during lunch time if they have permission of administration. Students will not be permitted to bring visitors to school without prior approval of administration.

Complaints About District Personnel

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within (5) five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within (15) fifteen calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within (10) ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to administration. All fundraising activities that involve a contract with an outside agency, the School Board must also give approval and signatures obtained by the principal and superintendent. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal or activities director is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Closed Campus

The school campus is closed during the regular school day. Students who leave without permission will be subject to school discipline. Students in grades 9-12 may have open campus at lunch. Administration has the right to revoke this privilege at any point.

Student Vehicles

Parking on district property is a privilege and not a right. Vehicles parked on campus are subject to searches upon reasonable suspicion of a policy, rule and/or procedure violation. Vehicles must be parked appropriately in designated areas. Drivers of vehicles, which are not parked appropriately, will be notified and parking privileges may be revoked.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Personal Property

Students should not bring excessive amounts of money or other valuables to school. Personal items, such as PE clothing, coats, etc. should be well labeled with the student's name. Personal property left on campus (locker room, classrooms, personal locker, etc.) will be placed into lost and found. All unclaimed lost and found items are donated to charitable organizations 2-3 times yearly. Parents are welcome to come and check the lost and found at any time for missing belongings.

Skateboards/Bicycles/Scooters/Roller Blades

Skateboards/roller blades/bicycles/scooters are **NOT** to be ridden on school grounds at any time. If one of these has been ridden to school it is to be parked in the rack or placed in the locker and left there until time to go home. Skateboards may be stored in the Dean of Students office. Skateboards are not allowed to be carried in the hallways or from class to class. Failure to follow this rule will result in confiscation of the item in use or a citation issued by the police. Skateboards are not to be ridden before/after school close to buses and other school traffic.

Cell Phones & Electronic Devices

Cell phones and electronic devices will not be allowed during class time. Students may use cell phones and electronic devices between classes, breaks, and at lunch but must respect others rights and not interfere with their attendance, behavior, or disrupt the school

environment. Pictures are not to be taken at any time during the regular school day as some students and staff have requested a right to privacy.

Teachers will individually have a policy in their classroom for cell phone consequences. Once the cell phone is turned into the office we will follow these procedures:

1. The first offense, the cell phone/device is taken away and it will be returned at the end of the day.
2. The second offense, a parent/student meeting with administration will be scheduled to have the phone returned.
3. Additional offenses may include other consequences.

Administration may check the phone for evidence of ownership, cheating and/or inappropriate pictures of others. If any inappropriate items are found, the device will be turned over to the proper authorities. Other consequences may result under the extra-curricular policies. Students refusing to turn over their device to a staff member, after being requested to do so for a violation of school rules, is a serious offense and will be subject to disciplinary action.

Cheating/Plagiarism

The school tries to foster a climate of honesty and integrity. Taking credit for work or material which one didn't do is plagiarism. Students who cheat and/or plagiarize will be disciplined by their classroom teacher and/or the administration. This may range from taking a zero on an assignment to failing the course or other disciplinary action.

Attendance

A poor attendance pattern is one of the prime factors associated with student failure and frustration with the school experience. The purpose of regulations is to ensure punctual, regular school attendance and to help students develop habits of responsibility for success now and into their adult careers.

Responsibilities:

For maximum learning to occur, each student must have the instruction, supervision, and experiences provided in the classroom. Regular attendance is essential for a good education and is considered a reasonable responsibility of students and parents.

When a student needs to stay home from school because of illness or an emergency, it is the responsibility of the parents to telephone the school and notify the attendance clerk as early in the morning as possible and send an email or written note for verification. Please

send the email to karen.baker@santiam.k12.or.us.

Excused Absences:

1. Personal illness, medical, dental or eye doctor appointment
2. Family illness, death, or emergency necessitating the student's absence
3. Planned absence - A planned absence form is available in the front office

Unexcused Absences:

1. Absence without a written note from a parent within two days of an absence
2. Truancy
3. Leaving school during the school day without checking out
4. Babysitting & Childcare
5. Errands, shopping, working, oversleeping, missing the bus, a hair appointment, etc.

Tardies:

Being on time is important and an expectation in the world of work and needs to be practiced while in school. When a student is tardy he/she often misses instruction and/or interrupts the class. Students tardy to class within the first 10 minutes will receive a Tardy. Students who arrive later than 10 minutes late will be marked Very Late Tardy (VLT).

At the bell, the student should be in the classroom ready and prepared to learn. Students will use before school, break, lunch, and after school time, plus passing time to conduct school business. Students waiting to begin doing school business until the end of passing time may receive a tardy. Teachers do have the option of handling tardiness prior to referring them to the administration.

10-Day Drop:

Oregon State Law requires that we withdraw students who miss ten or more consecutive days of school. If a student is absent for any reason for 10 consecutive days, they will be withdrawn from school and will have to re-enroll when they return.

Irregular Attendance:

Under Oregon Law ORS 339.020 it is the responsibility of the parent or guardian of any child between the ages of seven and eighteen years of age who has not completed the 12th grade to send such child and to maintain such child in regular attendance at a full time school during the entire school year.

Irregular attendance is defined under ORS 399.065 as eight unexcused one-half day absences in any four week period. At the high school level, any student who is absent for six days each semester must meet with the attendance officer to discuss solutions to his/her attendance problem. State law requires that irregular attendance be reported to Michelle Sisk, district attendance officer.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a

Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing as outlined in District School Board Policy.

Irregular attendance may impact a student's participation in special activities, i.e., parties, field trips, dances, etc. If a student's attendance pattern is so erratic that the student is not benefiting from the educational program, that student may be offered an alternative education plan or be recommended for expulsion.

Assembly of Students

1. Student meetings shall be scheduled in advance.
 2. Normal class activities shall not be disrupted.
 3. The meetings shall not be apt to incite hazard to person or to property.
 4. The meeting shall be sponsored by school officials or by a recognized school organization or club.
 5. If a crowd is anticipated, a crowd control plan shall be filed in the school office well in advance of the meeting. If the meeting is of a controversial nature, attempts shall be made to present a balance of viewpoints.
-

Photos/Video Exclusion

Santiam Canyon School District often takes photos or videos of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. Parents – if you do not want your child photographed or videotaped while at school, please opt out during registration.

Dances

Various activity or club groups generally sponsor dances.

1. Students must show ID in order to be admitted.
2. Students may not leave the dance and re-enter.
3. All school rules and regulations are in effect.
4. No backpacks will be allowed in dances.
5. Students having a current ASB card may be eligible to attend dances at a reduced cost.
6. Students who do not have a current ASB card will be charged a nominal fee.
7. Dance Supervisors reserve the right to correct students who are misbehaving during the dance. Students will be informed by the supervisor of the behavior that is being corrected. If that student is again observed misbehaving, they will be asked to leave the dance.

8. Students inviting outside guests to a dance must obtain a “guest pass” approved by the administration by 3:00 p.m. of the last school day before the dance. Student visitors must currently be enrolled in a secondary school.
9. Students who have been suspended or expelled will not be allowed to attend school dances while on suspension or expulsion.
10. No refunds will be given to students who do not attend dances. This includes personal or disciplinary reasons. However, attempts will be made to find someone to purchase unused tickets. If a dance is canceled or the dates changed, refunds may be granted.
11. For the protection of students and staff additional safety precautions may be utilized at extracurricular activities. Precautions such as searching bags or items that have a greater risk of concealing something inappropriate may occur. Items such as a “breathalyzer” may be used. Students failing to comply with such requests may not be admitted to the event and parents may be contacted.

Student Conduct

Student Rights and Responsibilities

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student’s education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Disciplinary Actions

Students who demonstrate problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior, one or more of the following actions will be taken by school officials (teachers, dean of students, administrators or other

employees). These disciplinary actions may include a plan by the student to agree to use appropriate behavior. Students on an Individual Education Program will be subject to appropriate Federal and State established rules and procedures.

Informal Talk:

A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Conference:

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior by developing a plan for appropriate behavior. When appropriate, parents may be included in a conference.

Parent Involvement:

A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials and other individuals involved.

Disciplinary Reassignment:

The student is reassigned away from usual activities with the school. This may include, but is not limited to, a referral to counseling, a schedule change and/or an optional work assignment around the school, a shortened day, noon or after school detention, and in-school suspension. During reassignment the student may be asked to develop a plan for appropriate behavior.

Suspension:

The student is excluded from school and/or related activities for up to 10 school days. The student is informed that they are subject to a suspension and may discuss their side of the situation with the appropriate school official. Parents will be notified of the action taken.

Expulsion:

A student may be expelled for severe or repeated violations of the Student Conduct Code. When this occurs, 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, from school activities and all related school functions. The length of time that a student is expelled is determined by the Hearings Officer or by state statute, may be altered by the Superintendent, and may be up to one calendar year. Students who possess weapons may be expelled for one calendar year. The student and his/her legal guardian will be notified in writing of the pending expulsion and information about his/her rights under due process will be explained. The student will be advised of District or community alternatives. In the case of Bus Violations, a student may be expelled from riding the bus for up to one calendar year.

Student Dress

To support the equitable administration of the dress code, certain body parts must be covered for all students at all times. Clothes must be worn in a way such that buttocks, genitals, breasts and nipples are fully covered with non-see-through clothing fabric. All items listed in the “must wear” and “may wear” categories below must meet this main principle.

Adjustments to the dress code may be made on a case by case basis for a student’s IEP Plan or 504 plan.

All concerns regarding student dress issues need to refer the concern to a building administrator. Administrators take all referrals into reasonable, equitable consideration and reserve administrative discretion. Administrator discretion may occur based upon the equitable needs of the student and the context of those needs. Anything that disrupts the learning environment is taken into account.

These dress code guidelines shall apply to regular school days (whether on school property or through Distance Learning) and summer school days, as well as any school related events and activities, such as athletics, graduation ceremonies, dances and prom.

Students Must Wear (while following the principles stated prior)

- A shirt/covering (with fabric in the front, back and on the side under the arms)
AND
- Pants/jeans or the equivalent (example: shorts, dress, leggings, skirt, sweatpants)
AND
- Footwear (example: shoes, boots, sandals, footwear that generally protects feet)

Students May Wear (as long as they don’t violate the principles stated above)

- Religious Headwear
- Religious head coverings
- Hats (Hats must allow staff to see the face of the student)
- Fitted pants, including non-see through leggings, yoga pants and skinny jeans
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and halter tops
- Hoodie sweatshirts are allowed

Students May Not Wear

- Gang-affiliated clothing
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except those required in class or athletic practice)

- Clothing and accessories that could be considered dangerous or could be used as a weapon
 - Clothing and accessories that display hate speech, profanity and /or pornography
 - Clothing and accessories that display violent images or language
 - Clothing and accessories that display images or language depicting drugs or alcohol
 - Clothing and accessories that display images, language or clothing that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
 - Clothing and accessories that obscures the face or ears, no full-face painting, no full face masks, except for religious observance or medical need
 - No sunglasses indoors, except for medical need
-

Destruction of Property

A student shall not mark, deface, steal, cause or attempt to cause damage to school or private property. Violations of this regulation may result in restoration of damage, assignment of work, discipline, suspension, or expulsion as determined by school officials. The student and parents will be required to make full restitution of any damage at full replacement cost. Any damage determined by school officials to be accidental will generally not result in disciplinary action, but the student and parents may be responsible for restitution at replacement cost. Under Oregon law, the parents of a minor that causes damage intentionally, can be made to pay up to \$7,500.

Weapons/Dangerous Devices

Dangerous items, weapons, or other possessions which constitute a threat to the safety and security of students and staff members are strictly forbidden in school, on school grounds, in vehicles on school grounds, and at school activities. Dangerous weapon means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Weapons and replicas of weapons are forbidden on school property. Our district has a **ZERO TOLERANCE** platform. It is the district's obligation to protect the health, welfare, and safety of all students. Weapons may include, but are not limited to, firearms, knives, hunting rifles, bow & arrows, metal knuckles, leatherman tools, straight razors, explosives, noxious, irritating, or poisonous gasses, poisons, drugs, laser lights, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. A violation of any law with respect to zero tolerance will be turned over to the proper authorities for probable prosecution.

Students bringing weapons to school may be expelled for a period of not less than one year. An investigation will be conducted to determine if appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. When necessary, incidents of students possessing weapons will be reported to parents and the police. The superintendent may, on a case-by-case basis, modify this expulsion period.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Items, which may disrupt or interfere with the educational process (water guns, fireworks, air horns, matches, etc.) are not allowed and may be seized by school officials. Disciplinary action may be taken depending on the nature of the items or their use.

Student Disruption

We strive to ensure all students can learn in a safe environment that limits disruption and distraction. We feel strongly, and research supports, that an orderly environment increases learning and motivation.

Any conduct that is disruptive in the classroom, in school, on school grounds, or at a school function, assembly or field trip is forbidden. Students guilty of disciplinary infractions which necessitate temporary removal from a classroom or school function may be assigned to in-school suspension or may receive out-of-school suspension. Repeated disruptive actions may subject the student to removal from the class for the remainder of the semester. It may also result in suspension, expulsion or alternate placement.

Fighting

Fighting or wrestling in school, on school grounds, or at school functions is not allowed. Under Oregon law fighting is termed as abuse. Abuse means any assault or physical injury which has been caused by other than accidental means. Unless there is clear cut evidence of an instigator or aggressor, all participants will be equally punished.

Police may be notified when a student intentionally, knowingly, or recklessly causes physical injury to another person .

Harassment/Hazing/Menacing/Intimidation

Hazing, harassment, menacing, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated.

Harassment means to annoy or torment repeatedly and persistently or to impede by repeated attacks. Harassment by a student to another student, by a student to a staff member, or by a member of the staff to a student will not be tolerated. Examples of harassment may include, but are not limited to the following:

| | |
|-------------------|--|
| Technology Based: | computer, cell phone, etc. |
| Verbal: | name calling teasing or profanity |
| Physical: | touching, hitting, or any violation of “personal space” |
| Sexual: | unwanted attention or touching, teasing, inappropriate jokes or comments regarding gender or sexual orientation. |
| Racial: | name calling with common offensive terms, put downs or exclusion (this applies to disability harassment also) |

Internet Harassment: If a student is harassed, through one of the social media outlets (Facebook, Snapchat, etc.) while at school, contact the administration or a staff member and show them the message. If media harassment is occurring outside of school time and there is a threat of harm, which could occur on the way to school, home from school, while at school or a school sponsored event, contact the administration. If the harassment is outside these areas then contact local law enforcement, as the school does not have jurisdiction.

Students are expected to conduct themselves in a manner that is respectful and considerate of others at all times. It is therefore assumed that the use of any of the above offensive behaviors or any similar activities will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion, or referral to law enforcement officials, and suspension from extra-curricular activities.

Carson’s Law (House Bill 2631) was passed by the Oregon legislature and requires school districts to follow notification requirements upon receipt of a report of an act of harassment, intimidation, bullying or cyberbullying. In these situations a school district must respond promptly to any reported incident. Also parents of both the victim and instigator must be notified in a timely manner.

Defiance

Insubordination, willful disobedience, or open defiance to, or against, “*any district employee*” or designee is prohibited. Students shall comply with directions the first time they are given by an authorized school personnel at any time the student is properly under the authority of the school or on school grounds. Students who do not respond to guidance or minor discipline, or who are consistently at odds with school discipline, must accept the consequences of such actions. The student will be subject to disciplinary action, suspension, or expulsion depending on the nature and severity of the incident.

Obscene Language/Sexual Subject Matter

The use of profane, obscene, or sexual language or gestures in verbal, written, or any other form is prohibited on school grounds or at school activities. Students using such language may be subject to reprimand or disciplinary action.

Physical Restraint

Under special circumstances, staff may utilize physical restraint to restrain or remove a student in situations where the safety/protection of that student, staff members, or other students are in jeopardy.

Search and Seizure

Any item on school property is subject to search including but not limited to lockers, backpacks, purses, notebooks, electronic devices and vehicles based on reasonable suspicion.

Student Rights

1. Student may be assured that their rights will always be balanced with the need of the school
2. The search of a student's personal possessions, electronic devices, or locker will only occur when there is reasonable cause for suspicion that the student is concealing evidence of an illegal act or school violation.

Student Responsibilities:

1. Students shall not conceal or have possession of evidence relative to an illegal act or school violation.
2. Students shall not conceal or have possession of items which may disrupt the educational process.

Procedures:

1. Illegal, stolen or restricted items may be seized permanently or temporarily by school officials.
2. Seized items may be destroyed, returned to the owner, or turned over to the proper authorities.
3. Students possessing or concealing illegal, stolen, or restricted items will be subject to discipline, suspension, or expulsion. In certain instances the police may be notified.
4. In the event of a search of a person's personal belongings, a staff member of the same gender will be present and a second staff member is encouraged when possible.
- 5.

Relations with Law Enforcement Agencies

Santiam will follow District Policy KN-AR (1) when working with outside law enforcement agencies.

Tobacco, Drugs, and Alcohol

It is the duty of the public school of this district to provide an environment which is conducive to learning. It is the school's obligation to protect the health, welfare and safety of all students. In order to assure a continued safe school environment the district may utilize law enforcement and K9 units to help maintain a drug free campus. All areas on district property are subject to search.

The Santiam Canyon School District has taken a Zero Tolerance position in regards to these substances. Unlawfully acquired, possessed, distribution or sale of prescription drugs, drugs, alcohol, tobacco, e-cigarettes, vapes, imitation drugs and drug paraphernalia will not be tolerated and discipline consequences will result. Law enforcement agencies may also be notified in all of these incidents and additional citations may be issued by law enforcement.

Americans with Disabilities Act (ADA) Access Information

Santiam Canyon School District is committed to achieving full compliance with the Americans with Disabilities Act.

Santiam Canyon School District **DOES NOT**:

- Deny the benefits of District programs, services and activities to qualified individuals with a disability on the basis of a disability.
- Discriminate on the basis of disability in access to or provision of programs, services, activities of the District, or application for employment or employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

Santiam Canyon School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities.

Santiam Canyon School District welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you; contact the district ADA Coordinator at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C Section 12132).]

In accordance with Section 35.106 of the Americans with Disabilities Act, all participants, applicants, organizations and interested individuals are advised and noticed that the ADA Coordinator for the District is: Todd Miller

Todd Miller
Superintendent
Santiam Canyon School District
150 SW Evergreen St.
Mill City, OR 97360
Phone: (503) -897-2321
todd.miller@santiam.k12.or.us

Daily Bell Schedule:



Regular Schedule
High School

| | |
|--------------|---------------|
| Period 1 | 7:50 - 8:47 |
| Period 2 | 8:51 - 9:50 |
| <i>Break</i> | 9:50 - 10:00 |
| Period 3 | 10:00 - 10:57 |
| Period 4 | 11:01 - 11:58 |
| <i>Lunch</i> | 11:58 - 12:28 |
| Period 5 | 12:32 - 1:29 |
| Period 6 | 1:33 - 2:30 |
| Period 7 | 2:34 - 3:31 |

30-Minute Thursday
High School

| | |
|--------------|---------------|
| Period 1 | 7:50 - 8:43 |
| Period 2 | 8:47 - 9:42 |
| <i>Break</i> | 9:42 - 9:52 |
| Period 3 | 9:52 - 10:45 |
| Period 4 | 10:49 - 11:42 |
| <i>Lunch</i> | 11:42 - 12:12 |
| Period 5 | 12:14 - 1:07 |
| Period 6 | 1:11 - 2:04 |
| Period 7 | 2:08 - 3:01 |
| 30-M TH | 3:01 - 3:31 |



Regular Schedule
Middle School

| | |
|--------------|---------------|
| Period 1 | 7:50 - 8:47 |
| Period 2 | 8:51 - 9:50 |
| <i>Break</i> | 9:50 - 10:00 |
| Period 3 | 10:00 - 10:57 |
| <i>Lunch</i> | 10:57 - 11:27 |
| Period 4 | 11:31 - 12:28 |
| Period 5 | 12:32 - 1:29 |
| Period 6 | 1:33 - 2:30 |
| Period 7 | 2:34 - 3:31 |

30-Minute Thursday
Middle School

| | |
|--------------|---------------|
| Period 1 | 7:50 - 8:43 |
| Period 2 | 8:47 - 9:42 |
| <i>Break</i> | 9:42 - 9:52 |
| Period 3 | 9:52 - 10:45 |
| <i>Lunch</i> | 10:45 - 11:15 |
| Period 4 | 11:17 - 12:10 |
| Period 5 | 12:14 - 1:07 |
| Period 6 | 1:11 - 2:04 |
| Period 7 | 2:08 - 3:01 |
| 30-M TH | 3:01 - 3:31 |